

**VACANCY ANNOUNCEMENT FOR THE SELECTION OF A FIXED-TERM EMPLOYEE AT THE ITALIAN AGENCY FOR DEVELOPMENT COOPERATION – JERUSALEM OFFICE**

**VACANCY CODE: 01 AICSGERUSALEMME/2021**

**Job title:** Gender Equality Programme Officer – AID 011530

**Relevant norms:**

Italian Law 11 August 2014 n. 125 “*Disciplina generale sulla cooperazione internazionale per lo sviluppo*”.

MAECI (Ministry of Foreign Affairs and Development Cooperation) Decree 22 July 2015 n. 113 “*Regolamento recante “Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo”* with specific reference to section 3, art. 11, para. 1, letter c).

Decision CC (Joint Committee for International Development Cooperation) n. 98 - 19 November 2019.

**AICS JERUSALEM OFFICE  
ANNOUNCES**

The opening of a selection procedure to hire a Gender Equality Programme Officer.

**1. DETAILS AND OBJECTIVES OF THE POST**

**Job title:** Gender Equality Programme Officer

**Duty Station:** Jerusalem

**Type of contract:** Fixed-term contract (local law)

**Annual Gross salary range** between 37.519,00 e 48.625,00 EURO (plus cost of living and country risk allowances)

**Length:** 12 months (including 2-month probatory period)

**Start date:** May 2021

**Assignment objectives:** under the supervision of AICS Jerusalem Head of Office and the Team Leader of Human Rights, Gender and Humanitarian Aid, the selected candidate will provide technical assistance, programme coordination and management of the Gender Equality programmes. Moreover, he/she will be in charge for monitoring the projects deployment and achievements during their implementation, including the launch and management of call for proposals (*Affidato procedures*) and tender procedures.

**Duties and Responsibilities:**

- Performing the Programme Officer tasks related to the Gender programmes providing technical and operative contribution to the implementation, coordination, supervision, monitoring and evaluation of the Gender programmes activities;
- Coordination of the activities related to the Gender Technical Working Group at EU level;
- Providing technical contribution to the Palestinian institutions and ministries concerning gender equality intervention area within gender programmes;
- Reports drafting for their submission to AICS headquarters and to the Italian Ministry of Foreign Affairs and for Development Cooperation;
- Supporting the Team Leader with the analysis and review of the documentations related to the ongoing programmes activities, including call for proposals and tender procedures;

- Ensuring the visibility of the initiatives promoted by the Gender Equality Programmes;
- Procurement management based on PRAG procedures
- Upon request of the team leader, participating to the coordination meetings with the representatives of institutions, civil society organizations, UN agencies and other donors in the sector of Gender Equality and Gender-based Violence;
- Liaising with projects partners and relevant stakeholders (national institutions, international organizations, civil society organizations and experts) carrying out field visits related to the Gender sector programmes;
- Monitoring the correct projects activities deployment and achievements;
- Annual Report and report to parliament
- Planning
- Any other duty requested by AICS Jerusalem Head of Office and the Team Leader.

### **Interdiction to conduct other activities**

It is prohibited to hire someone who has conducted entrepreneurial activities in the relevant country in the past three years and must not have conflict of interest that could affect his/her impartiality, pursuant to art. 53 of legislative decree n. 165/2001, as amended by law n. 90/2012 and by AICS Ethical and Behavioural Code mentioned at the paragraph n. 7. AICS reserves the right to verify, under penalty of exclusion from the selection procedure, the truth of what has been stated by the successful applicant.

## **2. REQUIREMENTS**

### **2.1 Essential requirements**

- a) Age under 65 years at the date of signing the contract;
- b) Physical ability to work;
- c) Master's Degree/Specialist degree (new system) or Degree (old system) in Political Science/International Relations, Social and Humanistic Studies. Other degrees may however be taken into consideration if accompanied by specific working experience in the sector.
- d) Professional experience of at least 15 years related to the management of international cooperation projects and/or with NGOs/UN agencies/donors, of which at least 5 years in the field of gender equality;
- e) Knowledge of the English language at level C1 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- f) Knowledge of the Italian language at level C2 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- g) Effective knowledge and use of the main computer tools including proficiency in the use of Microsoft Office applications.

### **2.2 Preferred requirements**

- Specialization course (1<sup>st</sup> or 2<sup>nd</sup> level master's degree and/or PhD) in the area of Gender Equality and Gender-based violence prevention;
- Knowledge of the Arabic language at least at level A1 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- Previous working experience with AICS;
- Knowledge of the management mechanism of programs funded by the Italian Agency for Development Cooperation;
- Previous experience in Palestine;
- Good ability to work in a team, in a multilingual and multicultural environment;
- Good skills in managing stress and work pressure.
- Managing development initiatives (within the sector of the present call including PRAG

procedures)

### 3. SUBMISSION OF APPLICATIONS

3.1 Applicants are asked to submit a self-declaration (*dichiarazione sostitutiva di certificazione*) pursuant to art. 46 and 47 of Presidential Decree (DPR) 445/2000 stating the following:

- a) family name, name, date and place of birth;
- b) residence;
- c) citizenship;
- d) enjoyment of political and civil rights;
- e) Absence of any criminal conviction or precautionary measures (*misure di prevenzione*) and criminal or fiscal/auditing legal proceeding (*procedimenti contabili*) in Italy and abroad;
- f) Absence of any dismissal from any public administration body, in Italy and abroad;
- g) Physical ability to work.

If the declaration is not truthful, the applicant will face criminal sanctions pursuant to art. 76 Presidential Decree (DPR) 445/2000 and will be dismissed from the job and any other advantage deriving from the untruthful declaration will be nullified.

3.2 The applicant must attach the following:

- a) Copy of a valid ID;
- b) Curriculum vitae in **Europass format in Italian language**, including date, signature and authorization to process personal data;
- c) Signed and dated self-declaration (*dichiarazione sostitutiva di certificazione*) mentioned in paragraph 3.1.

Applicants should specify address, telephone and email to be used for the selection procedure. Otherwise AICS will use the residence details. During the selection procedure applicants should communicate any changes in their contact details.

Signed applications and attachments mentioned at paragraph 3.2 should be submitted, under penalty of exclusion, in PDF format, within 12:00 noon on 31/03/2021 at the following email address: [job.jer@aics.gov.it](mailto:job.jer@aics.gov.it) The subject should read: 01/AICSGERUSALEMME/2021.

### 4. CAUSES FOR EXCLUSION

The following are causes for exclusion from the selection procedure:

- a) lack of essential requirements (para 2.1);
- b) reception of submission beyond the deadline or lack of one of the details specified in paragraph 3.1;
- c) absence of signature on self-declaration (para 3.1).

### 5. EVALUATION

Following the vacancy announcement deadline, AICS Director or AICS Jerusalem Representative, upon AICS Director's mandate, appoints an Evaluation Committee which assesses the admissibility of applications according to the above-mentioned essential requirements and causes for exclusion.

Next, the Committee evaluates applications by assigning them on a maximum of 100 points, as follows:

QUALIFICATIONS: up to 70 points

- Additional qualifications than the compulsory one: up to 15 points

- Language skills: up to 15 points
- Professional experience: up to 40 points

INTERVIEW: up to 30 points

Applicants who obtained at least 40 points for their qualifications are interviewed for a maximum of 30 points. The interview takes place at AICS Jerusalem office or, if the applicants cannot attend physically, via audio-video connection. The interview will take place in English and Italian and it aims to assess knowledge and experience of the applicants, as well as their suitability for the post and their language skills. The invitation to take part in the interview is sent via email to the address specified in the application by each applicant. Applicants are not entitled to reimbursement of expenses incurred in order to attend the interview.

After the interview, the Evaluation Committee drafts a list (in ascending order) of the applicants who obtained at least 60 points.

## 6. RESULTS

The applicant with the highest score in the list will be notified via email. The list is valid for one year and can be extended for an additional year due to reasons related to the implementation of the relevant project/programme. If the successful applicant declines the job offer or the contract is ended by one of the parties before its expiry date, AICS Jerusalem office can use the same list, upon availability of funds.

In case two or more scores are tied, the youngest applicant is preferred. The list is published both on AICS field office and on AICS HQ websites.

## 7. PERSONAL DATA

By submitting their applications applicants agree to have their personal data processed by the staff who is required to collect and maintain the applications and to have it processed according to the aims of the selection procedure.

AICS Jerusalem Head of Field office /Representative is the data controller.

## 8. SAFEGUARD CLAUSE

AICS Jerusalem reserves itself the right to withdraw the vacancy announcement for justified organizational and financial reasons.

Jerusalem, 15<sup>th</sup> March 2021



Head of Field office  
AICS Jerusalem  
Guglielmo Giordano

