



The project is funded  
by the European Union



“Integrated Social Services Provision to Lebanese and Syrian Refugees communities in Lebanon” -  
ISOSEP  
Contribution Agreement no. TF-MADAD/2020/T04.253

## **PROFESSIONAL VACANCY ANNOUNCEMENT 010/AICSBEIRUT/ISOSEP/2021.** **Published on 16 July 2021**

### **Administrative-Finance Officer - LEBANON**

**Programme:** Integrated Social Services Provision to Syrian Refugees and Lebanese vulnerable communities in Lebanon (hereafter referred to as “the Programme”), financed by the European Union “Madad” Trust Fund and implemented by the Italian Agency for Development Cooperation (AICS) – Beirut Office.

#### **Applicable regulations:**

Law of 11 August 2014, n. 125 as amended, entitled “*Disciplina generale sulla cooperazione internazionale allo sviluppo*” (“General law on International Development Cooperation”).

The decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015, n. 113 as amended, entitled “*Statuto dell’Agenzia italiana per la cooperazione allo sviluppo*” (“Statute of the Italian Agency for Development Cooperation”), and in particular article 11, paragraph 1, letter c).

Resolution of the Joint Committee for Development Cooperation of 19 November 2019, n. 101 as amended, approving the document “*Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale di cui all’articolo 11 comma 1 lettera c) dello Statuto AICS*” (“Criteria and modality for the selection of personnel not belonging to the Public Administration, to be hired with a fixed-term private law contract governed by local law, referred to in article 11, paragraph 1, letter c) of AICS Statute”).

The **AICS Beirut Office** intends to recruit an **Administrative-Finance Officer** of the Programme for the above mentioned project.

#### **PROGRAMME DESCRIPTION**

Within the framework of the EU Regional Trust Fund in Response to the Syrian Crisis, the Programme responds to the needs of basic social services and social protection due to the impact of the massive influx of refugees as

well as to the continuous deterioration of the socio-economic conditions due to the unprecedented economic crisis in the Country. It targets 25 Social Development Centers of the Ministry of Social Affairs, nationwide, offering social and health services to the most vulnerable Syrian and Lebanese communities. The Programme aims at enhancing the Institutional Capacity Building process and in scaling up the Social Development Centers as an entry point for protection social services' provision and as actors for local development.

## **TERMS OF REFERENCE**

**Profile:** Administrative-Finance Officer

**Duty station:** Beirut with expected duty travel in the areas of intervention.

**Typology of Contract:** Fixed-term contract based on Lebanese Law.

**Remuneration:** salary, benefits and other conditions are offered in accordance with AICS rules and regulations, and in particular: "Criteria and modality for the selection of personnel, not belonging to the Public Administration, to be hired with a fixed-term private law contract governed by local labor legislation (Labor Code, dated 23 September 1946 as amended) referred to in article 11, paragraph 1, letter c) of AICS statute", approved by resolution of the Joint Committee for Development Cooperation of 19.11.2019, n. 101 as amended.

The remuneration is equivalent to the gross amount Euro 41,824.32 plus the sum of the cost of living allowance (Euro 12,007.00) and add-on country risk (Euro 17,427.00), corresponding to the "Expert Middle 3" foreseen by the resolution act of AICS Director of 5 February 2021, n. 28. The cost of living allowance and add-on country risk are subject to the fiscal residency of the applicant.

**Duration:** 12 months – including a three months' probation period - renewable for a maximum period of 12 months, subject to Programme needs, availability of funds and satisfactory performance.

**Expected start date of employment:** at the beginning of September 2021.

### **1. KEY FUNCTIONS**

The Administrative-Finance Officer, in close collaboration with the Team Leader, is responsible for the administrative and financial management in terms of the correct implementation of budget, procurement, administrative and financial procedures in compliance with the requirements of the EU financial instrument of reference and the established administrative, accounting, procurement and grant award procedures (AICS and PRAG) under the direct supervision of the Director of AICS Beirut.

In particular, he/she will perform the following tasks:

1. Fulfill the following financial reporting and accounting obligations, both external (for the EU) and internal (AICS Beirut): (a) registration of inbound and outbound flows, expenditure and payment registration, financial monitoring and reporting; (b) records expenditures, currency movements, and contracts in the dedicated accounting system, and elaborates related reports;
2. Prepare, in collaboration with the Team Leader, the documentation for calls for tenders and calls for proposals in compliance with the Italian Procurement Law, AICS regulations and the Practical Guide to Contract Procedures for EU External Action (PRAG);

3. Monitor the execution and closure of contracts and grants, and coordinate the preparation of any related documentation, in order to timely identify bottlenecks and advise on possible solutions and necessary adjustments to the budget and work plan;
4. Perform financial audit of grants channeled through NGOs following the call for proposals and follow up the payment process;
5. Prepare of the annual and final financial reports for EU and any financial requirement for AICS under the supervision of the financial Verifier;
6. Organize information sessions and trainings if required for beneficiaries on administrative and financial procedures;
7. Support AICS Beirut during internal and external audit/evaluation missions, in collaboration with the Team Leader;
8. Carry out other duties as required.

**Prohibition to carry out other activities:** The selected candidate must not have carried out, during the last three years, any business activity in the country of service, or be in a situation of conflict, even potential, of interests, that undermine the impartial exercise of the functions, as foreseen by article 53 of legislative Decree no. 165 of 2001, referred to law no. 190 of 2012 and by the Code of Ethics and Conduct of AICS. The Administration reserves the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected candidate.

## **2. REQUIREMENTS**

Candidates will be considered eligible for selection on the basis of the following essential requirements (**point 2.1**), to be fulfilled by the deadline for applications and retained throughout the duration of the contract.

### **2.1 Essential requirements:**

1. Age not exceeding (at the time of signing the contract), that as required for retirement by the local regulations (64 years);
2. Being medically fit for employment;
3. Full enjoyment of political and civil rights;
4. Absence of convictions for any criminal offence and absence of any pending criminal or accounting charge, both in Italy and abroad;
5. Not being subject to legal actions concerning the application of preventive measures, both in Italy and abroad;
6. Not having been dismissed, dispensed, declared lapsed or fired from employment in a Public Administration, both in Italy and abroad;
7. Not being in a situation of conflict of interest and a commitment by the applicant to inform AICS of any change in this situation;
8. Not having any professional activity incompatible in terms of capacity and timing with this assignment;
9. Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the performance assessment in the context of employment contracts signed with AICS;
10. At least 4 years of professional experience as Expert in the financial or administrative sector (Legal /Grant /Procurement /Finance or Administrative position) within projects/programmes with Development Cooperation entities (EU, international organizations, governmental aid agencies, decentralized development cooperation, nonprofit organizations);

11. University degree in Public Administration, Law, Economics, or similar field of study (level 7 European Qualification Framework - EQF). The candidates can avail themselves of the equivalences for the admission to public competition, published on the web-site of the Ministry of University and Research <https://www.mur.gov.it/it>. Other degrees (level 7 EQF) may be accepted when matched with 5 years' documented professional experience in the financial or administrative sector exceeding the 8 years of professional experience mentioned in point 10 above;
12. Advanced level in written and spoken English (C1 Level - Common European Framework of Reference);
13. Advanced level in written and spoken Italian (C1 Level - Common European Framework of Reference);
14. Knowledge and consistent effective use of Microsoft Office applications;
15. Being immediately available for appointment.

## **2.2 Preferential requirements:**

The following will constitute preferential requirements for the position:

1. Post-graduate diplomas (Second Level University Master, PhD or other higher education diplomas (level 8 EQF) in Accounting, Finance, Public or Business Administration, or related field additional to the minimum requirements indicated in point 2.1 above;
2. Previous working experience in Developing and/or Middle East Countries;
3. Previous working experience with the Italian Development Cooperation (Directorate General for Development Cooperation of the Italian Ministry of Foreign Affairs and International Cooperation and/or AICS) and knowledge of the Italian Development Cooperation's procedures;
4. Previous experience in managing EU-funded projects/programmes and excellent knowledge and experience of rules and regulations, award criteria and EU procedures on public procurement and grants (PRAG) including the preparation and revision of tender and call for proposals documents;
5. Knowledge of relevant accounting software (Sigov; Ge.co.pro.);
6. Basic Arabic language user (A2 Level – Common European Framework of Reference).

Before submitting their application, candidates should assess and check whether they fulfil all the essential requirements as specified in this vacancy notice, particularly those indicated under paragraph 2.1. The candidate who does not fulfil the requirements indicated under paragraph 2.1 will be automatically excluded. Professional experience indicated in the curriculum vitae are counted only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and whether full time or part time work should be indicated in the curriculum vitae. Details of any professional experience, training, research or studies must be given on the application. Candidates must be able to provide photocopies of supporting documents clearly showing duration and nature of experience upon request.

## **3. HOW TO APPLY**

The submission of the application duly signed should indicate the number of the vacancy announcement. The application shall be written in English and include:

1. Legally binding statement (according to articles 46 and 47 of Italian D.P.R. 28.12.2000 n. 445) - using the template published together with this announcement - declaring:
  - a. First and last name, date and place of birth;
  - b. Country and city of residence;
  - c. Citizenship;

- d. Being medically fit for employment;
- e. Full enjoyment of political and civil rights;
- f. Absence of convictions for any criminal offence and absence of any pending criminal or accounting charge, both in Italy and abroad;
- g. Not having been dismissed, dispensed, declared lapsed or fired from employment in a Public Administration, both in Italy and abroad;
- h. Not being subject to legal actions concerning the application of preventive measures, both in Italy and abroad;
- i. Not having any professional activity incompatible in terms of capacity and timing with this assignment;
- j. Not having sustained, in the three-year period preceding the date of expiry of the notice, an insufficient performance assessment in employment contracts signed with AICS;
- k. Not being in a situation of conflict of interest and a commitment by the applicant to inform AICS of any change in this situation;
- l. Compliance with the academic qualifications required by this announcement;
- m. Compliance with the professional experience required by this announcement;
- n. Compliance with the language qualifications required by this announcement;
- o. Compliance with the computer skills required by this announcement.

Any false declaration will incur on penal sanctions according to article 76 of Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented, facing immediate termination of employment and loss of any wrongfully obtained benefit.

The application shall also include:

1. Curriculum vitae in English (Europass format), dated and signed, specifying date of award and name of academic Institution for the degrees and the exact month and year of start and end of each experience, as well as indicating the total months for each experience;
2. Motivation letter in English, dated and signed;
3. Copy of valid ID (Identification Document).

The applicants should also provide a telephone number and an email address for communications and must notify any change occurred after the submission of the application for this vacancy.

The applications, duly dated and signed, should be submitted **in pdf format** to the following email addresses: beirut@pec.aics.gov.it and [segreteria.beirut@aics.gov.it](mailto:segreteria.beirut@aics.gov.it) by **23 August 2021 at 12.00 noon (Beirut time)**. The subject of the email must contain the vacancy announcement Code **010/AICSBEIRUT/ISOSEP/2021**.

Please note that only complete applications received within the deadline will be accepted and evaluated.

We encourage applicants to submit the application well before the deadline date, since heavy internet traffic or connection problems could lead to difficulties in submission. AICS cannot be held responsible for any delay due to such difficulties.

#### **4. EXCLUSION FROM SELECTION PROCEDURES**

Applications containing the following defects will not be considered:

- a) Absence of one or more of the essential requirements;

- b) Applications not respecting the deadline and submission terms set out in this announcement;
- c) Legally binding statement not signed.

## **5. EVALUATION OF APPLICATIONS**

The selection will be conducted by a Recruitment Commission, appointed by the Director of AICS Beirut, which will first screen applications to assess whether candidates meet the essential requirements and to check the absence of reasons for exclusion. The exclusion is communicated to the interested candidates. Subsequently, the Commission assesses the candidates by assigning a maximum total score of 100 points in the following manner:

### **Qualifications (Education, language and other skills, professional experience and preferred requirements) (Max 70 points)**

Assessment of education, language and other skills, professional experience and preferred requirements as indicated in the documentation submitted by the candidate, will be carried out according to the below parameters.

- Additional academic titles than the obligatory one: up to 10 points;
- Language skills: up to 10 points;
- Professional experience: up to 40 points;
- Other qualifications of professional skills: up to 10 points.

### **Interview (Max 30 points)**

Only candidates scoring minimum 40 points, in the assessment of qualifications, are called for an interview following which a maximum score of 30 points is attributed.

The interview takes place at the AICS Office in Beirut or in audio-video connection in the case of candidates who have reasoned impossibility to be present at the interview venue. The interview takes place in the languages indicated by the announcement in points 2.1 and 2.2, and is aimed at assessing the candidate's wealth of knowledge and experience, the skills to carry out the assignment in question, the required language skills and anything else deemed necessary to evaluate the candidate's profile with respect to the position to be filled. The interview notice is sent by email to the address stated by the candidate at the time of application. Candidates are not entitled to reimbursement of any expenses incurred to support the interview.

Following the interview, the ranking list of endorsed candidates is drawn up of only those who have been awarded an overall score of at least 60% of the maximum attributable (60/100 points) after the interview.

### **Final scoring**

Candidates scoring at least 60 points at the end of the process will be included in the final list of endorsed candidates valid for a period of 12 months.

## **6. RESULTS OF THE SELECTION**

The candidate with the highest score in the ranking list is declared the winner. The selected candidate is informed by email. The ranking list remains valid for one year and can be extended for another year for

motivated needs related to the development of the initiative. In case of renunciation of the winning candidate or early termination of the contract, the Administration can scroll the ranking list, if the necessary financial resources are available.

In the event of equal score, the youngest candidate will be preferred.

The ranking list is published on the AICS Beirut office website.

The incumbent is responsible to abide by AICS security policies, administrative instructions, plans and procedures.

## **7. DATA PROTECTION**

### Approval of personal data processing

By submitting the application the candidate gives his unambiguous consent to the processing of his personal data, including sensitive data, by the staff assigned to the custody and storage of applications and to their use for the purpose of the selection process (in accordance with The General Data Protection Regulation (EU) 2016/679 – GDPR).

### The Data Controller and the Data Protection Officer

The Data Controller is the Italian Agency for Development Cooperation (AICS), based in Via Salvatore Contarini, n. 25 – 00135 Roma, represented by Mr. Luca Maestripieri, Head of the Agency.

The Data Protection Officer is Mr. Francesco Renda, to whom questions and requests for information may be addressed: [dpo@aic.gov.it](mailto:dpo@aic.gov.it).

The Data Processor has been nominated by AICS.

### Complaint procedures

A complaint may be submitted to:

[dpo@aic.gov.it](mailto:dpo@aic.gov.it) and [protocollo.aics@pec.aic.gov.it](mailto:protocollo.aics@pec.aic.gov.it).

Alternatively, a complaint may be submitted to the Italian Data Protection Authority (“*Garante per la protezione dei dati personali*”), based in Piazza di Monte Citorio, n. 121 – 00186 Roma, e-mail: [garante@gpdp.it](mailto:garante@gpdp.it), PEC: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it).

## **8. PROTECTION CLAUSE**

AICS has the right to cancel or delay the recruitment process at any stage, for motivated reasons of opportunity connected to its organizational or financial needs.