

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

VACANCY CODE: 08/AICSGERUSALEMME/2021

Job title: AID 11914 Be the Impact- Economic Development Expert – Program Manager Economic Development Sector. Level: Team Leader - High

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. 101 - 19 November 2019.
- Regulation of Director of Italian Agency for Development Cooperation n. 28 of 05/02/2021

AICS JERUSALEM OFFICE
ANNOUNCES

The opening of a selection procedure to hire an Economic Development Expert - Program Manager Economic Development Sector. Level: Team Leader - High

1. DETAILS AND OBJECTIVES OF THE POST

Job title: Economic Development Expert – Program Manager Economic Development Sector. Level: Team Leader - High.

Duty Station: Jerusalem

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

Compensation: According to the AICS salary scale set forth for the level Team Leader – High according to the regulation of the Director of the Italian Agency for Development Cooperation in force (for the moment been, n. 28 of 05/02/2021).

Length: 24 months (renewable)

Start date: January 2021

Objectives: under the supervision of AICS Jerusalem Head of Office and in collaboration with the Team, the Team Leader shall manage, coordinate, monitor and evaluate ongoing Economic Development programmes and financial tools funded by AICS. Plan and develop project/programme proposals in the Development sectors in Palestine.

Duties and Responsibilities:

- Management of activities in the Economic Development programmes;
- Manage the programming, organization, supervision and evaluation of the interventions foreseen in the framework of the Economic Development Programmes;
- Management of the active financial instruments including the SME credit, microcredit, cooperative credit, energy credit, and the credit guarantee fund.
- Actively participate in designing, planning and monitoring of activities related to the facilitation and enhancement of Financial Inclusion of Palestine including different types of credit.
- Coordinate, supervise and monitor AICS funded Economic Development programmes, projects and contracts;
- Prepare all the related documentation for the implementation of activities including calls for proposals and tenders.
- Participate, in the framework of the Palestinian-Italian operative Team, in the managing of the budget support component of the programmes;
- Provide technical assistance to the Palestinian ministries, public institutions and civil society organization as for the areas of programmes intervention;
- Coordinate the preparation and the management of the missions of the sector experts in the implementation of the technical assistance;
- Managing the contact and the internal and external relationships of the programmes, the relations with the involved institutional partners and the relationships with the other donors;
- Coordination of relationships with other donors and Palestinian ministries;
- Contribute to the identification and design of new initiatives of the Italian Agency for Development Cooperation for Economic Development in Palestine;
- Carry out any other general task as instructed by AICS Jerusalem Representative.

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 or has a conflict of interests 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 paragraph n. 7. AICS reserves the right to verify, under penalty of exclusion from the selection procedure, the truth of the successful applicant's statements/declarations.

2. ESSENTIAL REQUIREMENTS

Applicants to the vacancy subject of this announcement shall meet all the following requirements before the deadline of the application:

- A. Age should not exceed the limit established by local law at the time of signature of the contract (65 Years old).
- B. Physical ability to work.
- C. The required qualification as specified in point 2.1a;
- D. Have acquired the professional experience required by this announcement as specified in points 2.1 b and 2.1c ;

- E. Excellent knowledge of the English language at level C2 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- F. Excellent knowledge of the Arabic language at level C2 of the Common European Framework of Reference for the knowledge of languages (CEFR);
- G. Effective knowledge and use of main computer tools, in particular MS Office (Word, Excel, Power Point).

2.1 Specific requirements

- a) Bachelor's degree (old system) in Economics, Business Administration, or Finance.
- b) Proven professional experience of at least 10 years related to working in international cooperation projects/ programmes in the field of Economic Development.
- c) Proven professional experience of at least 3 years related to working in the banking sector.

3. PREFERRED REQUIREMENTS

Professional Experience:

- Former experience in the country object of the vacancy.
- Proven experience in the Palestinian financial sector.
- Previous working experience with AICS.
- Knowledge of the management mechanisms of programs funded by the Italian Agency for Development Cooperation.
- Knowledge of the Italian language at level A1 of the Common European Framework of Reference for the knowledge of languages (CEFR).
- Master's degree / specialist degree (new system).

Publications:

- Proven participation in editing published papers, studies, or other publications related to the Economic Development Sector.

Other:

- Good ability to work in a team, in a multilingual and multicultural environment.
- Good skills in managing stress and work pressure.

4. SUBMISSION OF APPLICATIONS

4.1 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 civil and political rights;
- e) absence of any criminal conviction or precautionary measures (*misure di prevenzione*) and criminal or fiscal/auditing legal proceedings (*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.

4.2 The applicant must attach the following:

- a) Copy of a valid ID.
- b) Curriculum vitae in Europass format, 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 their 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 4.2 should be submitted, under penalty of exclusion, in PDF format, no later than 12:00 (local time) noon on 10/01/2022 at the following email address: job.jer@aics.gov.it. The subject should read: 08/AICSGERUSALEMME/2021.

5. CAUSES FOR EXCLUSION

The following are causes for exclusion from the selection procedure:

- a) lack of essential requirements (point 2.1).
- b) reception of submission beyond the deadline or lack of one of the details specified in point 4.1.
- c) absence of signature on self-declaration (point 4.1).

6. EVALUATION

Following the vacancy announcement deadline, AICS Head of office or AICS Jerusalem representative upon AICS Head of office mandate will assess the admissibility of application according to the above-mentioned essential requirements and causes for exclusion.

Then the Evaluation Committee will evaluate admitted applications by assigning them a maximum of 100 points, as follows:

QUALIFICATIONS: up to 70 points

- Additional educational qualifications other than the essential requirements: up to 10 points.
- Languages: up to 10 points.
- Professional experience: up to 40 points.
- Other qualifications or professional skills related to the position: up to 10 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 Arabic, 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.

7. SELECTION 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.

8. 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 Office Head of Office is the data controller.

9. SAFEGUARD CLAUSE

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

10. PUBLICITY

The list is published both on AICS field office and on AICS HQ websites.

Jerusalem, 16 December 2021



Head of Office

AICS Jerusalem

Guglielmo Giordano

