



PROFESSIONAL VACANCY ANNOUNCEMENT FOR THE RECRUITMENT OF FIXED-TERM CONTRACT PERSONNEL

AICS TUNIS OFFICE

Vacancy ref.	28/AICSTUNISI/2023
Position	Officer
Profile	International Communications/External Relations Officer
Level	Low
Programme	“Recovery, Stability and Socio-Economic Development in Libya / Baladiyati – Phase 2 (RSSD 2/Baladiyati 2)”- T05-EUTF-NOA-LY-13-01 (T05.1849)
AID	AID 012405

WITH REGARD TO the Italian law on international cooperation (Law No. 125/2014 of 11 August 2014);

WITH REGARD TO the “Statute of the Italian Agency for Development Cooperation”, approved by the Decree of the Ministry of Foreign Affairs and International Cooperation n. 113 of 22 July 2015, in particular art. 11, let. c) and following;

WITH REGARD TO the “Organizational Regulation of the Italian Agency for Development Cooperation” approved by the Decree of the Italian Ministry of Foreign Affairs and International Cooperation n. 2438 of 15 December 2015, in particular art. 5, clause 4;

WITH REGARD TO the Resolution of the Joint Committee n. 101 of 19 November 2019 and in particular its annex “Criteria and modalities for the selection of non-Public Administration personnel to be hired with a fixed-term private law contract governed by local law referred to in article 11, clause 1, letter c) of the AICS Statute”;

WITH REGARD TO the Decision n. 454 of 21 December 2022 of the Director of the Italian Agency for Development Cooperation (hereinafter “AICS”) concerning the “Adoption of the contract regulations for the fixed-term local private law jobs stipulated by the field offices of the Italian Agency for Development Cooperation pursuant to art. 11, clause 1, let. c) of the Decree of the Ministry of Foreign Affairs and International Cooperation n. 113 of 22 July 2015”, and subsequent amendments and additions, including its annexes;

The Head of AICS Tunis Office

ANNOUNCES

A selection procedure for fixed-term staff, pursuant to art. 11, clause 1, letter c) of the Decree of the Minister of Foreign Affairs and International Cooperation n. 113 of 22 July 2015, according to the specifications indicated below:

1. CONTENTS AND PURPOSES OF THE ASSIGNMENT

POSITION	International Communications/External Relations Officer
PLACE OF WORK	AICS Tunis Office, : Tunis, with missions to Libya The place of work can be modified by the Head of Office subject to authorization of AICS Rome, during the contractual validity period for public interest reasons, and according to the local law.
TYPE OF CONTRACT	Fixed-term employment contract under the Tunisian law
PROBATIONARY PERIOD	2 months
WORKING HOURS	36 hours per week
DURATION OF THE ASSIGNMENT	12 months renewable until the end of the programme (9/06/2025)
MAIN TASKS	<p>Under the overall supervision of AICS Regional Representative in Tunis and the direct supervision of the PMU Team Leader, the Communications/External Relations Officer provides support to the Programme Management Unit (PMU) with regards to the tasks related to the correct implementation of communication, visibility, reporting and external relations activities of the Programme.</p> <p>In particular, he/she will perform the following tasks:</p> <ol style="list-style-type: none">1. Lead the implementation and monitoring of the Programme Communications and Visibility plan, including studies on target audiences, stakeholders and beneficiary communities;2. Enhance partnerships with communication and public information officers at the EU Delegation, UNDP, UNICEF, and Libyan authorities as appropriate, to ensure alignment and commonality in strategic communications around the Programme;3. Pro-actively co-lead the AICS/UNDP/UNICEF One Communication Team and all the activities of the Joint

	<p>Communication Initiative;</p> <ol style="list-style-type: none"> 4. Build capacity of partners, including INGO staff and Libyan counterparts, and provide technical guidance on the use of communication tools; 5. Lead the development, editing, production and dissemination of communication and visibility material for the Programme, i.e. publications, proceedings of events/meetings, presentations, briefs, newsletters, brochures, factsheets, infographics, posters, banners, e-media, press releases, articles, human interest stories, among others; 6. Coordinate with external suppliers and consultants for content development, editing, production and distribution of communication products and reports; 7. Manage and improve the social media platforms, including Facebook, Instagram and Twitter; 8. Produce, review and perform quality control of all Programme external reports and official documents; 9. Lead the organization of Programme-related events and meetings, with regards to the communication, visibility and outreach aspects and interaction with the press and media outlets; 10. Create synergies with communication and visibility actions and related plans/platforms carried out by AICS Tunis and coordinate with relevant officers at AICS HQ, as well as at the Embassy in Tripoli; 11. Perform other duties as required.
<p>ANNUAL GROSS COMPENSATION (ALL-INCLUSIVE)</p>	<p><u>Gross annual salary</u>: € 41.688,00</p> <p><u>Gross annual allowances</u> (recognized only if the tax residency of the employee is not established in Tunisia): € 24.556,00</p>

The gross annual salary (*RAL*) cannot be subject to any change for the entire duration of the employment contract.

The allowances, where applicable, are subject to a periodic review in relation to the trend of the terms of reference defined by art. 5 of the annex to the Resolution of the Joint Committee n. 101 of 19 November 2019 and, consequently, may be subject to increases or decreases during the contractual validity period.

The selected candidate, during the period of validity of the contract signed with AICS, will be subject to an exclusivity clause and will therefore not be authorized to carry out any other works, in

any form and even outside working hours, pursuant to art. 11, clause 3 of the Ministerial Decree n. 113/2015.

2. REQUIREMENTS

The essential requirements indicated below must be met by the candidate by the deadline set for the submission of applications.

2.1 Essential requirements:

- a. Being at least 18 years old;
- b. Being medically fit for employment;
- c. Full enjoyment of political and civil rights;
- d. Not having sustained, in the three-year period preceding the date of expiry of the present vacancy announcement, an insufficient performance assessment (“scarce” or “insufficient”) in the framework of employment contracts signed with AICS;
- e. Absence of convictions for any criminal offence and preventive measures, as well as any pending criminal or accounting charge, both in Italy and abroad;;
- f. Not having been dismissed, dispensed, declared lapsed or fired from employment in a Public Administration, both in Italy and abroad;
- g. Bachelor’s degree in Communications Studies, Journalism, International Relations, Political and Social Sciences, International Development or equivalent degrees (Level 6 of the EQF). Other degrees may be accepted in the presence of 2 years of relevant professional experience additional to the 3 mentioned at point h;
- h. 2 years of relevant professional experience working in communication, visibility and external relations functions (i.e. information and awareness campaigns, communication plans/strategies, web platforms and social media, content editing, monitoring, publication and dissemination, data collection and analysis);
- i. At least 1 year working in a relevant communication function with international organisations, and/or governmental or non-governmental aid agencies;
- j. Proficiency level in written and spoken English (C1 Level - Common European Framework of Reference);
- k. Proficiency level in written and spoken Italian (C1 Level - Common European Framework of Reference);
- l. Proficiency in the use of Microsoft Office applications.

2.2 Preferential requirements:

The following are considered as preferential requirements and will be evaluated for the purpose of assigning the score referred to at art. 4.2 below, under the heading “*Other qualifications of professional skills relevant for the fulfillment of the assignment*”:

- a. Postgraduate degrees (Higher Education Courses or PhD recognized in the sector of interest) additional to the minimum requirements indicated in point g. above;

- b. Intermediate French user (B1 Level or above – Common European Framework of Reference);
- c. Previous experience with the EU-funded development and emergency programs in developing/fragile countries.

3. HOW TO APPLY

3.1 Submission of the applications

The application, duly signed by the candidate, must be submitted:

BY 15 JANUARY AT 17:00 (CENTRAL EUROPEAN TIME)

Failure to comply with the deadline will result in exclusion from the procedure.

The applications, including the signed attachments referred to in paragraph 3.2 below, may be submitted electronically to the following email address: segreteria.tunisi@aics.gov.it. The subject of the email must contain the vacancy announcement ref. 28/AICSTUNISI/2023. AICS cannot be held responsible in case any communication sent by the candidate is not received or is received after the deadline of the present vacancy announcement.

Delivery of the application by hand or by courier is also permitted, at the AICS Tunis Office premises in Tunis, 20 rue Socrate, ZA Kheireddine, Le Kram 2015: in this case the date and time of delivery of the application will be certified by an AICS officer by means of an official acknowledgment of receipt.

3.2. Contents of the applications

The application shall be written in English and must include all the following declarations provided by the candidate under its own responsibility. Failure to comply will result in exclusion from the procedure.

- a. First and last name, date and place of birth, country and city of residence, country and city of domicile (if different from the residence), country of tax residency;
- b. telephone number and an email address for any communications in the framework of the present procedure. Any change occurred after the submission of the application for this vacancy must be timely communicated to AICS;
- c. Being medically fit for the employment;
- d. Compliance with the academic qualifications required by this vacancy announcement at art. 2, clause 2.1 let. g);
- e. Compliance with the professional experience required by this vacancy announcement at art. 2, clause 2.1 let. h) and i);
- f. Citizenship(s);
- g. Full enjoyment of political and civil rights;

- h. Not having sustained, in the three-year period preceding the date of expiry of the present vacancy announcement, an insufficient performance assessment in the framework of employment contracts signed with AICS;
- i. Absence of convictions for any criminal offence and preventive measures, as well as any pending criminal or accounting charge, both in Italy and abroad;
- j. Not having been dismissed, dispensed, declared lapsed or fired from employment in a Public Administration, both in Italy and abroad;
- k. Compliance with the language qualifications required by this vacancy announcement at art. 2, clause 2.1 let. j) and k);
- l. Compliance with the IT skills required by this vacancy announcement at art. 2, clause 2.1 let. l).

Italian and EU citizens must include in the application the following declaration:

"The declarations made under this application are pursuant to articles 46 and 47 of the Italian Presidential Decree n. 445 of 28 December 2000, limited to the hypotheses in which the conditions, personal qualities and facts are reported in Italian or European Union public registers and, in the latter case, provided that AICS is given the possibility of access for any checks. If subsequent checks reveal the untruthfulness of the content of the declarations made, the interested party is aware that he/she will incur on penal sanctions referred to in the art. 76 of the same Presidential Decree n. 445/2000, facing immediate termination of the employment and loss of any other benefits possibly obtained on the basis of the false statement".

The application shall also include the following attachments/documents:

- a. Signed motivation letter in English
- b. Copy of valid ID (Identification Document);
- c. Italian *Codice Fiscale* (if available);
- d. Curriculum vitae in English, dated and signed, including the authorization to process personal data, clearly specifying all needed elements for the correct evaluation of qualifications as detailed at art. 4, clause 4.2 below.

Applications shall be **excluded** from selection procedures if they are:

- a. received after the deadline set at art. 3, clause 3.1;
- b. not duly dated and signed as foreseen at art. 3, clause 3.2;
- c. lacking the declaration concerning the essential requirements listed at art. 2, clause 2.1;
- d. lacking one or more annexes/documents;
- e. the Curriculum vitae is not duly dated and signed.

Defects referred to at letters b) (only for a missing date), d) and e) are subject to the procedure for remedying deficiencies and will be communicated to the email address indicated by the candidate, within a deadline fixed by AICS Tunis Office.

In case of failure to meet the requirements, AICS may also dispose at any time, also following the possible signing of the individual employment contract, with consequent termination of the same, the removal of the candidate from the ranking.

AICS assumes no responsibility for any communications sent by the candidate to AICS or sent from AICS to the candidate, to the email address indicated in the application, but not received for any reason and at any stage of the recruitment and hiring procedures.

4. EVALUATION OF QUALIFICATIONS AND INTERVIEWS

4.1 Preliminary compliance checks

Once the deadline for the application to this vacancy announcement as well as the deadline possibly set with regards to the procedures for remedying deficiencies have expired, the Head of AICS Tunis Office (the responsible for the whole procedure), evaluates the admissibility of each application with regards to the fulfillment of the essential requirements and the absence of conditions for exclusion.

The list of eligible candidates is published on the AICS website and does not require further communications to candidates, both admitted and excluded.

The Evaluation Committee is appointed by the Head of AICS Tunis Office following the expiry of the deadline of the present vacancy announcement.

4.2 Evaluation

The Evaluation Committee evaluates the eligible applications by assigning an overall score of maximum **30 points** for each candidate, according to the methods specified below.

QUALIFICATIONS (max 15 points)

- Relevance and pertinence of the professional experience, wherever acquired, suitable for the fulfillment of the assignment (max 7 points);
- Relevance and pertinence of the professional experience, acquired in an AICS office, suitable for the fulfillment of the assignment (max 3 points);
- Language and IT skills (max 2 points);
- Other qualifications of professional skills relevant for the fulfillment of the assignment (max 3 points);

INTERVIEW (max 15 points)

The candidates admitted to the selection are invited, via email, for an interview following which a maximum score of **15 points** is awarded.

The interview takes place at the AICS Tunis Office premises or remotely (in audio-video connection), at the candidate's choice, in the language(s) indicated as an essential requirement by the vacancy announcement (more than one if applicable).

The interview, which may also include technical-practical tests, is aimed at assessing the candidate's overall knowledge and experience, the skills to carry out the assignment in question, the required language skills, interpersonal skills and anything else deemed necessary to evaluate the candidate's profile with respect to the position to be filled.

Failure to attend the interview on the date and time set, in the absence of valid reasons (which are in any case subject to the unquestionable evaluation of the Commission with regards to their eventual acceptance or rejection), is considered as a renouncement by the candidate to proceed with the selection.

Candidates are not entitled to reimbursement of any expenses incurred to support the interview.

5. RESULTS OF THE SELECTION

Candidates scoring at least 10/15 points in the framework of the interview will be included in the final ranking of endorsed candidates.

The ranking is drawn up in descending order of the overall scores obtained by the candidates for their qualifications and interviews. In the event of an equal overall score, precedence is granted to the candidate who obtained the highest score in the interview and, in the event of a further tie, to the candidate of younger age.

The ranking is published on the AICS website and does not require further communication to candidates. The ranking remains valid for one year: AICS Tunis Office has the right to extend the validity period of the ranking for a further year in case of specific and justified needs related to the implementation of the Programme. In case of renouncement of the selected candidate or early termination of the contract, the office can proceed down the ranking, if the necessary financial resources are available.

The selected candidate will be invited by AICS Tunis Office to submit the necessary documentation for the completion of hiring procedures.

In any case, the employment contract will not be signed with a selected candidate whose age is higher than the one fixed for retirement by the social security law(s) to be applied in relation to the specific situation of the candidate, or if such age will be acquired within the established term of the same contract.

6. PERSONAL DATA

By submitting the application, the candidate gives his/her unambiguous consent to the processing of his/her 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. The responsible for the processing of personal data is the Head of AICS Tunis Office.

The processing of personal data for the purposes of admission to the examination tests and possible hiring will be based on the principles of lawfulness, correctness and transparency to protect the fundamental rights of natural persons.

For these reasons, the following information is provided:

1. The joint data controllers are the Director of AICS and the Head of AICS Tunis Office;
2. For any questions or complaints regarding the processing of personal data, the interested party can write to the Data Protection Officer/Personal Data Protection Officer (DPO) of AICS, at the email address: dpo@aics.gov.it;
3. The personal data processed have as sole purpose the admission to the examination tests for candidates and the management of the employment for the selected candidate;
4. Data processing is carried out by specifically appointed personnel;
5. The personal data of the selected candidate will be communicated to the persons/institutions required by Italian and local legislation: lawyers of trust for defense before the local court, private insurance companies for the obligations referred to in the art. 158 of the Italian Presidential Decree n. 18/1967; INPS, INAIL, local social security/welfare bodies, local authorities for any necessary obligations;
6. For non-selected candidates, in the absence of other regulatory references, the data will be deleted 5 years after the end of the selection procedure, taking into account the articles n. 157, 161 and 317 of the Italian Penal Code, while for reasons of legal security, the data of the selected candidates are kept in their respective personal files for a period pursuant to art. 68 of the Italian Presidential Decree n. 445/2000.
7. The interested party may request access to his/her personal data and, with regards to the conditions established by current legislation, their rectification. Within the limits of the law and without prejudice to the consequences of the administrative process, he/she can also request the limitation of processing of data or the opposition to their treatment. In these cases, the interested party must contact AICS Tunis Office, copying AICS's DPO in the communication.
8. If you believe your rights have not been respected, a complaint may be submitted to the Data Protection Officer/Personal Data Protection Officer (DPO) of AICS. Alternatively, a complaint may be submitted to the Italian Data Protection Authority ("*Garante per la protezione dei dati personali*"), e-mail: garante@gpdp.it, PEC: protocollo@pec.gpdp.it.

7. SUSPENSIVE CLAUSE

AICS Tunis Office reserves the right to revoke this vacancy announcement or not to proceed with the hiring of the selected candidate for justified organizational and/or financial reasons.



The Head of AICS Tunis Office
Andrea Senatori

A handwritten signature in dark ink, appearing to read "Andrea Senatori".

THIS VACANCY ANNOUNCEMENT HAS BEEN PUBLISHED ON AICS TUNIS WEBSITE
ON 20 DECEMBER 2023