

VACANCY ANNOUNCEMENT
For the Selection of Project Assistant
AICS – Italian Agency for Development Cooperation – Addis Ababa

VACANCY CODE: **013/ETH/2021**

Job title: Project Assistant - AID10632/02/0

Relevant norms

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

MAECI (Ministry of Foreign Affairs and International Cooperation) Decree 22 July 2015 n. 113, “Regolamento recante “Statuto dell’Agenzia Italiana per la Cooperazione allo Sviluppo”.

Ethiopian Labour Proclamation No.1156/2019

AICS ADDIS ABABA OFFICE

announces

The opening of a Selection Procedure to hire a Project Assistant

1. CONTENT AND OBJECTIVE OF THE ASSIGNMENT

Job title: Project Assistant -Private Sector Development and Access to Finance Expert.

Duty station: Addis Ababa

Type of contract: Fixed term contract as identified by the Labour Proclamation n. 1156/2019 of the Federal Democratic Republic of Ethiopia

Monthly gross salary: Euro 2,000.00

Duration: 12 months, renewable

Starting date: September 2021

Objective of the assignment: The Project Assistant will support the technical-administrative management of the "Italian Contribution to the Women Entrepreneurship Development Project (WEDP)" - AID 10632 and related initiatives.

Description of the assignment

Background

AICS - the Italian Agency for Development Cooperation - has been instituted by the Italian law n. 125 of 2014 as an autonomous agency, in charge of the identification, formulation, implementation, financing and monitoring of development cooperation projects.

AICS Addis Ababa Office represents AICS in Ethiopia, South Sudan and Djibouti, and is responsible for the supervision of the bilateral cooperation activities between Italy and the mentioned countries.

The "Italian Contribution to the Women Entrepreneurship Development Project (WEDP)" initiative -AID 10632, aims to increase the turnover and the workforce employed by micro and small women businesses in urban and peri-urban areas of the main Ethiopian cities, through the offer of services for business development and the diffusion of specific financial instruments aimed at the needs of the companies benefit. The mentioned initiative is also linked to other AICS Addis Ababa private sector development and job creation projects, aiming at increasing the competitiveness and the production capacity of micro, small and medium-sized enterprises.

In particular, the WEDP initiative is in synergy to the "Project for the development of capacity and for the creation of an employment for young people and women in the textile sector in the regions of Ethiopia with the greatest migratory incidence" - AID 11112. The project intends to empower the Ethiopian textile manufacturing through a public-private partnership approach.

The WEDP project is also linked with other AICS-funded current and future initiatives in support to the leather manufacturing sector and the Integrated Agro-Industrial Parks (IAIPs) programme.

Scope of work

The main task of the person sought will be to ensure the technical-administrative management of the AID 10632 initiative relating it also to the projects of the private sector development and job creation thematic area.

The following list shows the scope of services expected from the Project Assistant.

- Contribute to the overall success of the office's work, under the supervision of the Programme Coordinator/Sector Team Leader and/or the AICS Head of Office;
- Ensuring smooth coordination with Ethiopian government technical partners offices;
- Monitor project activities and participate in donor-government technical groups and team coordination meetings;
- Assist in the coordination between the multilateral and grant components to ensure the consistency of the intervention in all its components, by participating in the technical meetings of supervision of the initiatives as requested by the Programme Coordinator/Sector Team Leader and/or the AICS Head of Office;
- Assist in the technical and financial management of both the bilateral components implemented by the Government of Ethiopia, including the preparation of realistic and complete Plans of Actions, and of components implemented by Civil Society Organizations to which the execution of selected activities has been entrusted;
- Supports the implementing partners during preparation and approval of documents based on the procedures of the World Bank Guidelines and the clauses of bilateral implementing agreements;
- Carry out regular inspections and monitoring visits in the project areas and to other related AICS projects;
- Assist in coordination and synergies with other interventions of a similar nature being implemented or formulated by the AICS Addis Ababa office;
- Support the management and the administrative necessary activities required for the implementation of the project (like approval of reports, management of the budget, tenders, studies and data collection etc.) and related reporting activities;
- Collect and periodically share technical-administrative documentation with the Programme Coordinator/Sector Team Leader and/or the AICS Head of Office, and with other actors involved;

- Support in the promotion of the AICS institutional visibility and of the innovative aspects of the initiatives with other institutions active in the sector and with local authorities;
- Contribute to the formulation, monitoring and evaluation of the cooperation initiatives of the thematic unit based on the knowledge of the founding guidelines and the main development cooperation initiatives tools, project cycle management, monitoring and evaluation, etc.
- Provide support to the AICS Addis Ababa office with regard to any other duty appropriately assigned by its Head of Office.

Deliverables and Outputs

The following are the expected deliverables of the Project Assistant, contributing to the reporting process of referred AICS-funded initiative:

- Quarterly and semi-annual and annual progress reports;
- Monitoring and evaluation plans;
- Technical presentations and meetings minutes;
- Knowledge transfer;
- Visibility and communication material;
- Activities and related budget plans.

Ban on executing other activities

The selected candidate must not have implemented any business activity in the past three years in Ethiopia, Sud Sudan or Djibouti nor she/he has to be in a concrete or potential conflict of interest that may affect the development of the functions, as provided for in the article 53 of the Italian Legislative Decree n. 165 of 2001, as subsequently amended by the Law n. 190 of 2012, and in the AICS Code of Ethics and Conduct referred to in point 7, below. The AICS – Administration Department reserves the right to verify, under penalty of exclusion, the declaration provided by the selected candidate.

2. REQUIREMENTS

2.1 Essential Requirements (compulsory)

At the time of the vacancy closure, the candidate must comply with the following requirements:

- a) be physically fit to work;
- b) educational background: M.Sc./B.Sc. in Economics, Finance, Business Management, Project Management or Public Administration Management; candidates presenting any other educational background shall be considered eligible if demonstrating sufficient experience relevant to the position;
- c) minimum seven (7) years for M.Sc. and ten (10) years for B.Sc. with relevant experience out of which at least five (5) years' experience or direct work as Project Assistant or Private Sector Development and Access to Finance Expert in multilateral or bilateral funding projects;
- d) be proficient in English and Amharic;
- e) have good IT knowledge.

At the time of the contract signature the selected candidate shall be under the age of 60 years old.

2.2 Special requirements

- a) Experience in projects funded by Development Partners, with knowledge in World Bank and EU project management procedures;
- b) Proven experience in projects planning, implementation, monitoring and evaluation, consistent with the above scope of work and deliverables;
- c) The candidate must combine a solid theoretical and practical competence in management of cooperation programs, the ability to fit into a multidisciplinary team.

3. APPLICATION SUBMISSION – TERMS AND CONDITIONS

3.1 The candidates should declare in their application and under their own responsibility (*dichiarazione sostitutiva di certificazione*) pursuant to art. 46 and 47 of the Italian D.P.R. 28.12.2000 n. 445, stating the following:

- a) Name, surname, place and date of birth;
- b) Residence;
- c) Citizenship;
- d) The enjoyment of civil and political rights;
- e) Absence of penal convictions, pending penal or civil procedures both in Italy and abroad;
- f) Absence of any dismissal from any public administration body in Italy and abroad.

If the declaration is not truthful, the Applicant will face criminal sanctions and will be dismissed from the job and any other advantage deriving from the untruthful declaration will be nullified.

3.2 The following should be attached to the application:

- a) Motivation letter, with date and signature;
- b) Copy of a valid identity document;
- c) Curriculum vitae in the Europass form, with date and signature, including the authorization to use personal data;
- d) Self-declaration as for the point 3.1.

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

Applications with attachments mentioned at par.3.2, duly signed, must be sent in pdf format to segreteria.addisabeba@aics.gov.it with subject **013/ETH/2021** before 1 PM (Addis Ababa time) on the 01/08/2021, under penalty of exclusion.

4. EXCLUSION FROM THE SELECTION PROCESS

The following will determine the exclusion from the selection process:

- a) Lack of essential requirements;
- b) Late submission of the application and/or submitted through different ways than the ones defined in the vacancy;

- c) The submission of an unsigned application.

5. EVALUATION

Once the vacancy is closed, AICS Head of Office shall evaluate the eligibility of the applications, based on the requirements and the absence of causes of exclusion. The exclusion will be communicated to the interested candidates.

After that, a Committee of three members nominated following the art. 2 Resolution of the Joint Development Cooperation Committee n. 101/2019, shall evaluate the applications providing a maximum score of **100 points**, based on the following:

REQUIREMENTS: up to 70 points

- Education level higher than the compulsory required one: up to 10 points
- Languages skills: up to 10 points
- Professional experience: up to 40 points
- Other education certificates or professional skills: up to 10 points

INTERVIEW: up to 30 points

The candidates scoring at least 40 points in the requirements will be called for an interview that could have a maximum score of 30 points. The interview will take place in the AICS office or virtually. The interview will take place in the language indicated in the vacancy and aims to acknowledge the level of competencies and experiences of the candidate, the capacity to carry out the assignment, the languages skills and any other information needed to evaluate the profile of the candidate. The scheduled interview will be communicated by email at the address indicated by the candidate. Candidates are not eligible to the reimbursement of the expenses incurred for the interview.

The Evaluation Committee will develop a progressive list of Applicants scoring at least 60 points.

6. RESULTS

The Applicant with the highest score in the list will be notified via email or by another proper alternative way. The list will be valid for one year and could be extended for another year due to the implementation of the relevant project/program activities. If the successful Applicant declines the offer, or in case of early termination of the contract, the office may go through the list, identifying other candidates, upon availability of funds.

In case of two or more scores are tied, the younger Applicant is preferred.

The list will be published on the AICS Addis Ababa website.

Due to essential service reasons, the winner of this selection notice must be able to take up service in Addis Ababa not later than 1 month from the publication of the ranking on AICS websites. In case the availability is not granted, the office reserves the right to appoint another candidate from the ranking list.

The employment contract will include the commitment of the selected candidate to sign the Code of Ethics and Code of Conduct for the staff hired by AICS pursuant to article 11, paragraph 1, lett. c) of the Ministerial Decree n. 113 of 22 July 2015.

7. PROCESSING OF PERSONAL DATA

The submission of the application for participation in the selection implies the candidate's consent to processing of his/her own personal data included the sensitive ones, by the staff in charge of the custody and conservation of applications, and to their use during the selection process.

AICS Addis Ababa Head of Office is the data controller.

8. SAFEGUARD CLAUSE

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

9. ADVERTISEMENT

The present vacancy is published on the website of AICS Addis Ababa.