

VACANCY ANNOUNCEMENT

For the Selection of 1 Driver

AICS – Italian Agency for Development Cooperation – Addis Ababa

VACANCY CODE: 006ETH2022

Job title: Driver/liaison officer

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

Resolution of the Joint Development Cooperation Committee n. 101/2019

Resolution of AICS Director n. 047 of 23/12/2021 approving the Programme “Technical Assistance Fund - AID 11713”

AICS ADDIS ABABA OFFICE

announces

The opening of a Selection Procedure to hire 1 Driver/liaison officer (AID 11713)

1. CONTENT AND OBJECTIVE OF THE ASSIGNMENT

Job title: Driver/liaison officer

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 828

Duration of the contract: 12 months with the possibility of renewal, based on the available funds.

Starting date: July 2022

Objective of the assignment: Ensure transportation of AICS staff in a comfortable, safe and timely manner within the areas of intervention of AICS Addis Ababa.

Description of the assignment: Under the supervision of the Head of Office and the Logistician of AICS Addis Ababa Office, the Driver/liaison officer will be assigned to the following duties:

- Contribute to the logistics of the activities implemented by the office;
- Organize logistic activities agreed upon with local authorities in view of the visits to be carried

- out in the field;
- Provide safe, timely and comfortable driving services for the staff and visiting delegations;
 - Take full care of the assigned vehicles and comply with their maintenance schedule;
 - Properly manage the log book of the daily trips;
 - To accompany AICS Addis Ababa Office staff for office and administrative needs;
 - To procure and purchase products for the office under the instruction of the Head of Office and the Logistician;
 - Pay annual taxes for the office vehicles
 - Deliver and collect documents;
 - Make payments of the invoices as required by the Logistician and the administrative department;
 - Maintain office relations with local banks and insurance companies;
 - Carry out the annual inspection and related administrative procedures for the office vehicles.
 - Support AICS Addis Ababa Office with other tasks that may be required by the Head of Office and the Logistician.

Ban on executing other activities. The selected candidate must not be in a concrete or potential conflict of interest that may affect the development of the functions, as provided for in AICS Code of Ethics and Conduct referred to in point 6, below. AICS Administration Department reserves the right to verify, under penalty of exclusion, the declaration provided by the selected candidate.

2. REQUIREMENTS

2.1 Essential Requirement (compulsory)

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

- a) Age under 60 years, at the time of the contract signature, as provided in article 17 of the Proclamation for Pension of Private Organization Employees n. 715 of 2011, of the Federal Democratic Republic of Ethiopia;
- b) Be physically fit to work;
- c) Primary School License or equivalent;
- d) At least (5) years of experience as a driver;
- e) Knowledge of the English language (B1 level) and Amharic language (C2 level) as per the Common European Framework of Reference;
- f) Hold a valid driving license.

2.2 Special requirements

- Education level higher than the essential required one;
- Languages skills English (B2 and above), Italian (A2 and above) as per the Common European Framework of Reference;
- Additional working experience as a Driver/liaison officer (on top of the 5 years required);
- Proven work experience as Driver/liaison officer in Development Cooperation Agencies, Embassies, International Organizations, NGOs;
- Previous work experience as a mechanic.

3. APPLICATION SUBMISSION – TERMS AND CONDITIONS

3.1 The candidates should declare in their application and under their own responsibility (as per the legally binding statement in Annex II) pursuant to art. 46 and 47 of the D.P.R. 28.12.2000 n. 445, the following:

- a) Name, surname, place and date of birth;
- b) Residence;
- c) The enjoyment of civil and political rights;
- d) Absence of penal convictions, pending penal or civil procedures;
- e) Absence of any dismissal from any public administration body;
- f) Services rendered as employee in public administrations or previous work experience equivalent to this employment notice;
- g) Knowledge of the Amharic language (C2)
- h) Knowledge of the English language (B1)

and other relevant conditions required for the Applicant to this vacancy announcement as per the annex I “application form”.

If the declaration is not truthful, the Applicant will face criminal sanctions pursuant to art.76 of Italian 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 following should be attached to the application:

- a) Copy of a valid identity document;
- b) Copy of driving license;
- c) Filled in Application form (see annex I to this vacancy) inclusive of the legally binding statement (see annex II).

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 or delivered in person at AICS Addis Ababa Office, Villa Italia Kebena, with subject **006/ETH/2022** before **1 PM (Addis Abeba time)** on **19 June 2022**, 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 or incomplete 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 essential required one: up to 10 points.
- Languages skills: up to 10 points.
- Professional experience as driver: up to 40 points.
- Professional experience as mechanic: up to 10 points

INTERVIEW: up to 30 points

The candidates scoring at least 40 points in the requirements, will be subjected to a theoretical and practical test that could have a maximum score of 30 points, which will verify the:

- knowledge of declared languages ;
- practical driving abilities;
- knowledge of traffic regulations;
- mechanical knowledge and skills.

The interview will take place in the AICS Addis Ababa office. The scheduled interview will be communicated by email or in writing 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 projects/programs activities mentioned in the job title. 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 two or more scores are tied, the younger Applicant is preferred.

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

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 his/her own personal data including 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 Office
<https://addisabeba.aics.gov.it/home/opportunities/work-with-us/>

The Head of AICS Addis Ababa Office

Isabella Lucaferri

Annex I: Application form

Annex II: Legally binding statement format