

VACANCY ANNOUNCEMENT

**For the selection of 2 Accountants/Administrative assistants
AICS – Italian Agency for Development Cooperation – Addis Ababa**

VACANCY CODE: 008/ETH/2022

Job title: Accountant/Administrative assistant

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 2 Accountants/Administrative assistants for the Programme “Technical Assistance Fund”- AID 11713.

1. CONTENT AND OBJECTIVE OF THE ASSIGNMENT

Job title: Accountant/Administrative assistant

Duty Station: AICS 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 1.125

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

Starting date: July 2022

Objective of the assignment: elaborate the accounting of the assigned initiatives under the supervision of the Programme Coordinator(s), the Administration and Finance Department Responsible and the Head of AICS Addis Ababa Office.

Description of the assignment: the Accountant/Administrative assistant will be expected to serve in

accordance with the following Terms of Reference:

- Provide the necessary support to AICS Addis Ababa Office in the administrative-accounting management (verification of accounting records, payments, bank reconciliation) of the Italian Cooperation assigned initiatives;
- Review the administrative-accounting statement submitted by CSOs/NGOs granted with Italian funds managed by AICS Addis Ababa Office;
- Collaborate in the preparation and monitoring of the assigned programmes financial plans and no cost extensions;
- Daily record the accounting transactions in the general ledger and in AICS provided accounting software programs;
- Assist in the preparation and execution of suppliers' contracts;
- Prepare financial statements and manage the petty cash and payments related to purchases and contracts signed and executed in the framework of the assigned programmes;
- Manage the inventory and the digital and paper archive of the documentation related to the assigned programmes;
- Provide secretarial support, when required;
- Perform any other task necessary for the proper administrative management of the initiatives managed by AICS Addis Ababa, at the request of the Head of Office, Programme Coordinator(s) and the Administration and Finance Department Responsible.

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 in the 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 Requirements (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 for in article 17 of the *Proclamation to provide for pension of private Organization Employees n. 715 of 2011*, of the Federal Democratic Republic of Ethiopia;;
- b) Be physically fit to work;
- c) Secondary school accountancy and administrative studies diploma; applicants holding a diploma in another field of study may be considered eligible, when proving relevant experience in the competency fields indicated by this vacancy announcement;
- d) Minimum 5 (five) years of experience as Accountant/Administrative assistant or in other positions carrying out duties equivalent to those required;
- e) Knowledge of the Italian language (C1 level) English language (C1 level) and Amharic language (C2 level) of the Common European Framework of Reference;
- f) Have good IT knowledge of MS Office and MS Outlook.

2.2 Special requirements

- a) Education level higher than the compulsory required one;
- b) Languages skills: Italian (C1 level) and English (C2 level) of the Common European Framework of Reference;

- c) Additional working experience in the administrative field (on top of the 5 years required);
- d) Knowledge of accounting procedures of AICS and/or International Organizations, NGOs ;
- e) Basic knowledge of procurement procedures (Italian Regulation: Decreto192/2017 and PRAG procedures);
- f) Knowledge and use of integrated accounting systems software for public administrations and/or SIGOV software;
- g) Knowledge and use of electronic archiving software;
- h) Other education certificates and/or diplomas than the essential required.

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 criminal convictions, pending criminal or civil procedures;
- e) Absence of any dismissal from any public administration;
- f) Knowledge of the Amharic, Italian and English languages.

and other relevant condition required for the applicant to this vacancy announcement as per the annexed Legally binding statement 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) Curriculum vitae in the Europass format (<https://europa.eu/europass/en>) with date and signature, including the authorization to use personal data;
- c) Legally binding statement (dated and signed) 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@aic.gov.it , with subject **008/ETH/2022** before **4 PM (Addis Ababa time)** on **20 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 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 (compulsory) required one: up to 10 points
- Languages skills: up to 10 points
- Professional experience: up to 40 points
- Other education certificates and/or diplomas than the essential required: 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.

The interview will take place in the AICS office or virtually. The interview will take place in the language indicated in the vacancy (more than one if indicated) and aims to acknowledge the level of competencies and experiences of the candidate, the ability to carry out the assignment, the languages skills and whatever else is deemed necessary to assess 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 two or more scores are tied, the younger Applicant is preferred.

The list will be published on the AICS Addis Ababa 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: Legally binding statement form