

VACANCY ANNOUNCEMENT

For the Selection of 1 (one) Receptionist

AICS – Italian Agency for Development Cooperation – Addis Ababa

VACANCY CODE: 013/ETH/2022

Job title: 1 (one) Receptionist

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

AICS ADDIS ABEBA OFFICE

announces

The opening of a Selection Procedure to hire 1 (one) receptionist

1. CONTENT AND OBJECTIVE OF THE ASSIGNMENT

Professional figure required: 1 Receptionist

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 550,00

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

Starting date: September 2022

Objective of the assignment: The candidate will have to ensure the performance of the functions of concierge, greeting visitors, helping them navigate through an office, screening phone calls and sorting and distributing post.

Description of the assignment: Under the supervision of the Head of AICS Addis Ababa Office, the Receptionist will be expected to serve in accordance with the following Terms of Reference:

- will be in charge of receiving/forwarding and making calls;
- will keep a record of contacts;
- will register all incoming and outgoing mail;
- will collect payments for private telephone calls made by staff;
- will translate letters/newspaper texts and other documents from Amharic to English and/or Italian;
- will make photocopies of documents as requested by the supervisors;
- will type and print documents as requested by the supervisors;
- perform any other task that are necessary for the proper management of the initiatives managed by AICS Addis Ababa, at the request of the Head of Office and Programme Coordinator(s).

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 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 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 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) To hold a Secondary School License or equivalent;
- d) Minimum 1 (one) year of experience as receptionist/secretary or in other position carrying out duties equivalent to those required;
- e) Knowledge of the Italian language (B2 level) and English language (B2 level) as per the Common European Framework of Reference;
- f) Have good IT knowledge of MS Office and MS Outlook.

2.2 Special requirements

- Education level higher than the essential required one;
- Languages skills Italian (C1 level), English (C1 level) as per the Common European Framework of Reference;
- Additional work experience as a receptionist or for secretarial duties (on top of the one year required).

3. APPLICATION SUBMISSION – TERMS AND CONDITIONS

3.1 The candidates should declare in their application and under their own responsibility (Legally binding statement) 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) To be medically fit for the employment

and other relevant conditions required for the Applicant to this vacancy announcement as per annexed Application form.

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) 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@aics.gov.it or delivered in person at AICS Addis Ababa Office, Villa Italia Kebena, with subject **013/ETH/2022** before **13:00 (Addis Abeba time)** on **14 August 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 required one: up to 20 points.
- Languages skills: up to 20 points.
- Professional experience (on top of the one year required) as receptionist or secretary: up to 30 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 ;
- knowledge of the main IT tools, in particular MS Office.

The theoretical and practical test 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 web page.

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 in the Addis Ababa Office dedicated web page.

The Head of AICS Addis Ababa Office

Isabella Lucaferri

Annex I: Legally binding statement form