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ITALIAN AGENCY  
FOR DEVELOPMENT  
COOPERATION

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

### AICS ADDIS ABABA OFFICE

<b>Vacancy ref.</b>	AICS_AddisAbeba_20/2024
<b>Position</b>	WASH local expert
<b>Profile</b>	Project Technical Assistant (Engineer)
<b>Level</b>	Low
<b>Programme</b>	"Sustainable Support to Persons Displaced by Conflict and Natural Disasters and their Host Communities in Afar Region of Ethiopia"
<b>AID</b>	AID 012978 - NDICI AFRICA/2023/451-656

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

**HAVING 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;

**HAVING 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;

**HAVING 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";

**HAVING 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;

**HAVING REGARD TO** the Agreement duly signed on the 9<sup>th</sup> of January 2024 by AICS and by the Delegation of European Union to Ethiopia, that includes the Special Conditions and all the related annexes, EU project funded code NDICI AFRICA/2023/451-656;

**The Head of Office of AICS Addis Ababa  
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**

<b>POSITION</b>	Local Civil Engineering/WASH Expert
<b>PLACE OF WORK</b>	<u>AICS Addis Ababa – Office of the NDICI AFRICA/2023/451-656 Project</u> with frequent mission to Afar Region 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 utility reasons, with at least a 30-day notice.
<b>TYPE OF CONTRACT</b>	Fixed-term employment contract as identified by the Labor Proclamation n. 1156/2019 of the Federal Democratic Republic of Ethiopia
<b>WORKING HOURS</b>	36 hours per week
<b>DURATION OF THE ASSIGNMENT</b>	12 months renewable, including 2 months' probationary period.
<b>MAIN TASKS</b>	<p>The Expert's assignment will be carried out under the instruction of the Programme Manager</p> <p>The assigned tasks will be the following:</p> <ol style="list-style-type: none"> <li>1. Assist the Program Manager in the identification of infrastructure and WASH-related needs in the Project target areas and/or in assessing the feasibility of specific identified actions.</li> <li>2. Under the guidance of the Program Manager, assist the Project team and participate in the technical assessment of (i) WASH interventions and (ii) infrastructure construction/rehabilitation relevant to the Project's scope of work, identifying structural and/or engineering weaknesses and proposing relevant technical solutions or mitigation measures.</li> <li>3. In agreement with the Program Manager, facilitate smooth relation and coordination with specific regard to Project's institutional stakeholders at regional level, local consultants and contractors, etc., facilitating, whenever deemed possible/advisable, a capacity development environment.</li> <li>4. Contribute to the negotiations with the regional and federal counterparts, also being responsible, whenever needed, of direct interpretation and/or translation of documents (from/to Amharic/English).</li> <li>5. Assist in the coordination and in strengthening synergies with other interventions implemented, or formulated, by the AICS Addis Ababa (AA) Office, EU, and/or other Donors</li> <li>6. Collaborate, in coordination with the Program Manager and under the supervision of the Administration and Procurement Expert, in carrying out market research aimed at the definition of fair cost</li> </ol>

	<p>estimates for relevant procurement of goods, services and/or work.</p> <ol style="list-style-type: none"> <li>7. Contribute, for what concerns his/her area of expertise, to the definition of bid packages, tender dossiers and any other relevant document that may be useful for the execution of the Project's procurement procedures and/or call for proposals (grants) in accordance with the EU-PRAG procedures.</li> <li>8. Upon request of the Program Manager, prepare technical documents (Technical Specifications, Technical drawings, BOQs, etc.) in compliance with the Project's scope of work and/or to AICS AA Office relevant sectorial needs.</li> <li>9. Develop/contribute to the definition of Health, Safety, Security and Environment (HSSE) protocols, to be applied and monitored during any AICS direct implementation of activities and to be shared with the INGOs/CSOs selected to work in the Program's framework, (i) to ensure compliance to all relevant HSSE standards and (ii) to promote the transmission of HSSE good practices.</li> <li>10. Contribute to the elaboration/verification of Project's workplans and, especially for the WASH and/or infrastructural activities, ensure that significant implementation milestones are duly taken into consideration and monitored/supervised accordingly.</li> <li>11. In accordance with the approved work plan and/or MEAL plan and upon approval of the Program Manager, carry out regular site visits to the Project's sites ensuring that any disparity between planned and actual outputs are addressed, drawing the attention of the Program Manager to identified potential bottlenecks and showing the capacity to propose alternative solutions/mitigation measures.</li> <li>12. In agreement with the Program Manager and under the supervision of the AICS AA MEAL Expert, participate in the missions organized to monitor the Project's activities carried out by the selected Implementing Partners (IPs), being specifically responsible of conducting data auditing and verification of project activities related to the WASH domain and infrastructural interventions (construction, rehabilitation, etc.), monitoring data reported by implementing partner against agreed Results' Framework indicators.</li> <li>13. Collaborate in the preparation of the annual action plan and contribute to the elaboration of any other relevant technical and/or narrative documents required by the EU Delegation or AICS, ensuring that agreed deadlines are always met.</li> <li>14. Collaborate in the elaboration of reports and presentations that may be needed to guarantee smooth communication/reporting to the EU Delegation, to AICS AA and AICS HQ, other IPs as well as to the regional or federal stakeholders</li> <li>15. Collaborate to identify solutions for cross-cutting issues and provide support to the AICS AA office with regard to any other duty appropriately assigned by the Head of AICS AA Office through the Program Manager or Team Leaders.</li> </ol>
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<b>ANNUAL GROSS COMPENSATION (ALL-INCLUSIVE)</b>	Gross annual salary: € 20,517.43 (Euro Twenty thousand five hundred seventeen 43/100) Gross annual allowances: not applicable
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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 and younger than the age stipulated in the retirement regulations to be applied in relation to the candidate's subjective situation for retirement at the time of signing the contract and for the duration of the contract;
- b. Being medically fit for employment;
- c. Full enjoyment of political and civil rights;
- d. Not having obtained, in the three years prior to the expiry date of this vacancy notice, a negative performance evaluation ("poor" or "insufficient") in the context of the employment contracts signed with AICS
- e. Not being subject to legal actions concerning the application of preventive measures, 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. **BSc in civil engineering, water engineering, or similar degree is the minimum requirement.** Candidates presenting any other educational degrees shall be considered eligible if they can provide evidence of **2 years of experience relevant to the position (i.e. WASH experience in the framework of development cooperation projects) in addition to the years of experience required at point 2.1.h;** All experience requested in the point 2.1g to consider degrees other than those required eligible, shall be considered in addition to the years of experience required in the point 2.1.h.;
- h. **Minimum three (3) years of relevant experience (WASH/Civil engineering) out of which at least one (1) year directly working in an international environment.**
- i. Minimum knowledge of the English language (C1 level) of the Common European Framework of Reference;
- j. Proficient knowledge of the Amharic language (C2 level) of the Common European Framework of Reference;
- k. Have good IT knowledge of MS Office and MS Outlook.

### 2.2 Preferential requirements:

The following are considered as preferential requirements and will be evaluated for the purpose of assigning the score referred below:

- a) M.Sc. in Civil Engineering or WASH domain, and/or educational courses (of at least 1 year duration), additional to the ones indicated as Essential requirements (2.1.g) in Project's relevant domains (e.g. public health, MEAL, development studies, humanitarian studies, etc.) ;
- b) Proven experience (of at least 1 year) in development cooperation initiatives, working with governmental or non-governmental institutions, UN agencies, or other international organizations
- c) Basic knowledge of procurement procedures and standard tender documents (e.g. EU PRAG, WB, UN) demonstrated by relevant experience
- d) Use of CAD, GIS, geospatial digital tools, database applications, PostgreSQL.

### **3. HOW TO APPLY**

#### **3.1 Submission of the applications**

The application, duly signed by the candidate, must be submitted in PDF format

**NO LATER THAN 14:00 HOURS 19 AUGUST 2024**

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: [addisabeba@aics.gov.it](mailto:addisabeba@aics.gov.it). The subject of the email must contain the vacancy announcement ref. AICS\_AddisAbeba\_20/2024. 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 Addis Ababa, Villa Italia, Kebena; in this case the date and time of delivery of the application will be certified by an AICS officer through 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 the 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);
- f. Citizenship(s);
- g. Full enjoyment of political and civil rights;



- h. Not having obtained, in the three years prior to the expiry date of this vacancy notice, a negative performance evaluation ("poor" or "insufficient") in the context of the employment contracts signed with AICS
- i. Absence of convictions for any criminal offence and absence of 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. i) and j);
- l. Compliance with the IT skills required by this vacancy announcement at art. 2, clause 2.1 let. k).

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. **Copy of valid ID** (Identification Document);
- b. **Curriculum vitae in the Europass format** (<https://europass.europa.eu/en>), **dated and signed**, including the authorization to process personal data.
- c. Legally binding statement (**dated and signed**) as for the point 3.2

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

- a. Is received after the deadline set at art. 3, clause 3.1;
- b. the legally binding statement is not duly **dated and signed** as foreseen at art. 3.2;
- c. is lacking the declaration concerning the essential requirements listed at art. 2, clause 2.1;
- d. is 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), c), d) and f) are subject to the procedure for appealing and will be communicated to the email address indicated by the candidate, within a deadline fixed by AICS.

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

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 AICS Addis Ababa Head of

Office (the responsible for the whole procedure), evaluates the admissibility of each application with regards to the fulfilment 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 AICS Addis Ababa Head of 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. The scores are assigned without using decimals.

#### **QUALIFICATIONS (max 15 points)**

- Relevance and pertinence of the professional experience, wherever acquired, suitable for the fulfilment of the assignment (max 8 points);
- Educational level (max 2 points)
- Language skills (max 1 points)
- IT skills (max 3 points)
- Other qualifications of professional skills relevant for the fulfilment of the assignment (max 1 point).

#### **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 attributed.

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

The interview, which may also include technical-practical tests, is aimed at assessing the candidate's level of 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 Addis Ababa 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 Addis Ababa 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 Office of AICS Addis Ababa.

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 the AICS and the AICS Addis Ababa Head of 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](mailto: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 the AICS office in Addis Ababa, 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](mailto:garante@gpdp.it), PEC: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it).

## 7. SUSPENSIVE CLAUSE

The AICS Office of Addis Ababa 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 Addis Ababa Office  
Isabella Lucaferri

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THIS VACANCY ANNOUNCEMENT HAS BEEN PUBLISHED ON AICS ADDIS ABABA WEBSITE ON 25<sup>th</sup> of July 2024