



Agenzia Italiana per la Cooperazione allo Sviluppo

SELECTION NOTICE

FOR THE RECRUITMENT OF FIXED-TERM PERSONNEL

AT THE AICS OFFICE IN ADDIS ABABA

COD. AVVISO:	AICS_AddisAbeba_41/2024
POSITION:	Expert
PROFILE:	WaSH Expert in the WaSH, Energy, Environment Sector
LEVEL:	Junior
PROGRAM/PROJECT:	WASH, resilience, energy nelle lowlands dell'Etiopia
AID:	012544

CONSIDERING:

- Law no. 125 of August 11, 2014, establishing the "General discipline on international development cooperation";
- The "Statute of the Italian Agency for Development Cooperation," approved by Ministerial Decree no. 113 of July 22, 2015, particularly Article 11, paragraph 1, letter c), and subsequent provisions;
- Ministerial Decree no. 2438 of December 15, 2015, and subsequent amendments, establishing the "Regulation of the organization of the Italian Agency for Development Cooperation";
- The resolution of the Joint Committee no. 101 of November 19, 2019, and specifically its annex on "Criteria and methods for the selection of personnel not belonging to the Public Administration";



- The Determination of the Director of the Italian Agency for Development Cooperation no. 454 of 21/12/2022 and its integration with D.D. no. 1846/2023, on "Regulations for fixed-term private local employment contracts in AICS foreign offices";
- The Ethiopian Labour Proclamation no. 1156/2019.

THE ACTING HEAD OF THE OFFICE

ANNOUNCES

A selection procedure is open for the recruitment of fixed-term personnel as per Article 11, paragraph 1, letter c), of Ministerial Decree no. 113 of July 22, 2015, under the following specific conditions.

1. CONTENT AND PURPOSE OF THE POSITION

REQUIRED PROFILE	WaSH Expert in the WaSH, Energy, Environment Sector
WORKPLACE	AICS Office in Addis Ababa. The workplace may be changed by the Office Head, with prior authorization from AICS Rome, during the contractual validity period for public utility reasons, with at least 30 days' notice.
CONTRACT TYPE	Fixed-term private employment contract regulated by Ethiopian local law.
WORKING HOURS	36 hours per week
DURATION OF THE POSITION	12 months
JOB OBJECTIVE	Technically contribute to monitoring, evaluation, programming, implementation, coordination, and supervision of programs and strategies in the WaSH, Energy, Environment sectors at the AICS Office in Addis Ababa.
MAIN RESPONSIBILITIES	Under the coordination and supervision of the relevant Manager and/or Office Head, the expert will be responsible for the following tasks related to one or more cooperation programs/projects: Ensure technical assistance of WaSH, Energy, Environment programs/projects in compliance with adopted procedures; Manage on-field monitoring and control activities for WaSH, Energy,

	<p>Environment programs/projects;</p> <p>Collaborate and supervise the correct implementation, review, and adjustment of WaSH, Energy, Environment programs/projects' infrastructural activities, in coordination with partners and the Manager;</p> <p>Facilitate effective coordination and dialogue between AICS, local authorities, and other stakeholders in WaSH, Energy, Environment programs/projects;</p> <p>Support the drafting of activity progress reports and any other documents necessary for the smooth running of programs/projects;</p> <p>Conduct technical analysis of project documents in the WaSH, Energy, Environment sectors;</p> <p>Carry out periodic field visits to intervention areas for monitoring activities or gathering information;</p> <p>Participate in conferences, seminars, or other initiatives related to the relevant sector;</p> <p>Collaborate with the Communication Manager to enhance the visibility of initiatives undertaken by the AICS Addis Ababa Office in Ethiopia;</p> <p>Perform other activities as required by the AICS Addis Ababa Office Head.</p>
ANNUAL GROSS COMPENSATION	<p><u>Annual gross salary</u>: €35,435.00</p> <p><u>Annual gross allowance (for non-residents)</u>: €43,137.00 (recognized only in the case of tax residence outside the country of performance)</p>

The Annual Gross Salary (RAL) is unchangeable for the duration of the employment contract.

The allowance for increments, where provided for, is subject to periodic review in relation to the trend of the terms of reference defined in Article 5 of the Annex to Resolution C.C. No. 101/2019 and, as a result, may be subject to upward or downward changes during the contract period.

The person selected, during the period of validity of the contract entered into with AICS, will be subject to the constraint of the exclusivity of the service and may not, therefore, engage in other work activities, in any form and even outside working hours, pursuant to Article 11, paragraph 3 of Ministerial Decree No. 113/2015.

2. ESSENTIAL AND PREFERENTIAL REQUIREMENTS



The essential requirements below must be met on the deadline for submission of applications for this Selection Notice.

2.1. Essential requirements (for eligibility)

To be admitted to the selection process, candidates must meet the following essential requirements::

- a) Be at least 18 years of age;
- b) Be physically fit to perform the duties required by the position;
- c) Enjoy full civil and political rights;
- d) Not have received a performance evaluation of "Severely Unsatisfactory" or "Unsatisfactory" during the three years preceding the application deadline for work performed under contracts signed with AICS foreign offices;
- e) Have no criminal convictions, not be subject to preventive measures, and not be involved in criminal or financial proceedings in Italy or abroad;
- f) Have not been dismissed, discharged, or terminated from employment or any other relationship with a public administration in Italy or abroad;
- g) Hold one of the following qualifications:

A Master's Degree/Specialist Degree/Old-System Degree or an equivalent foreign qualification relevant to the field (e.g., Water Resources/Hydraulic Engineering, Project Management), or Master's Degree / Master's Degree / Old Master's Degree or equivalent foreign qualification in another field accompanied by at least 5 years' experience in the field of reference of the selection notice; Alternatively, a Bachelor's Degree/First-Level Degree or an equivalent foreign qualification relevant to the field (e.g., Water Resources/Hydraulic Engineering, Project Management) with at least 3 years of experience in the same field. Or, a Bachelor's Degree/First-Level Degree or an equivalent foreign qualification relevant to the field specified in the selection notice with at least 8 years of experience.
- h) Possess language proficiency at the following levels of the Common European Framework of Reference for Languages (CEFR): Amharic: C2 level and English: C1 level;
- i) Be proficient in the following computer applications: MS Office.

2.2. Preferential Requirements

The following are considered preferential and will be evaluated for awarding points under Article 5, section "Other titles or professional skills":

- a) At least 1 year of experience at DGCS/MAECI and/or AICS foreign offices in positions comparable to the one specified in this notice, within the WaSH, Energy, and Environment sectors in countries covered by the Addis Ababa foreign office's mandate;



- b) Language proficiency in English at a level higher than the minimum specified in Article 2, point 2.1, letter h);
- c) Possession of postgraduate specialization courses relevant to the field.

3. APPLICATION SUBMISSION

3.1. Application submission procedure

The application for admission to the selection process, signed by the candidate, must be submitted, under penalty of exclusion:

BY NO LATER THAN 6 PM ON DECEMBER 26, 2024

Applications, including the signed attachments specified in paragraph 3.2, can be sent via email to the following address: addisabeba@aics.gov.it, with the subject line:

“Application for AICS_AddisAbeba_41/2024_NAME_SURNAME.”

The Agency accepts no responsibility for communications sent by the candidate that do not reach the above email address or that are received after the deadline specified in this Notice.

It is also possible to submit the application in person or via courier to the AICS office in Addis Ababa at the address: **Villa Italia, Kebena, Addis Ababa**. For these submission methods, the date and time stamped on the envelope by the AICS operator at the time of delivery will serve as proof of compliance with the deadline.

3.2. Application contents

The application for admission must include the declaration (Annex: Substitute Declaration) made by the candidate under their own responsibility, **under penalty of exclusion**, containing the following information:

- a) Last name, first name, date of birth, place of birth, place of residence, place of domicile if different from residence, and country of tax residence;
- b) Phone number and email address for communication regarding the procedure (any updates to contact details must be promptly communicated to the AICS office);
- c) A statement of physical fitness for the duties required by the position;
- d) Academic qualifications required for admission as specified in Article 2, point 2.1, letter g) of the Notice;
- e) Citizenship(s);
- f) A declaration of civil and political rights;
- g) A statement confirming no negative performance evaluation within the three years preceding the deadline for this Notice, for work performed under contracts with AICS offices;



- h) A statement of no criminal convictions, preventive measures, or ongoing criminal or financial proceedings in Italy or abroad;
- i) A statement confirming no dismissal, discharge, or termination from public administration employment in Italy or abroad;
- j) Proficiency in the language(s) specified in Article 2, point 2.1, letter h) of the Notice: Amharic (C2), English (C1), as per the Common European Framework of Reference for Languages;
- k) Knowledge and ability to use the computer applications specified in Article 2, point 2.1, letter i) of the Notice.

Candidates with Italian or EU citizenship must include the following declaration in their application: *"The statements made in this application are rendered pursuant to Articles 46 and 47 of Presidential Decree no. 445 of December 28, 2000, limited to cases where the states, personal qualities, and facts are contained in public registers in Italy or the European Union and, in the latter case, provided the AICS office has access for verification. Should subsequent checks reveal the falsity of the substitute declarations made, the applicant acknowledges that they will incur the penalties provided for in Article 76 of Presidential Decree no. 445/2000, and their employment and any benefits obtained based on the false declaration will be immediately revoked."*

The candidate must include the following documents with their application:

documento di identità in corso di validità;

- a) A valid identity document;
- b) Italian tax code (if applicable);
- c) A dated and signed curriculum vitae with authorization for the processing of personal data, clearly detailing the elements necessary for scoring the qualifications as specified in Article 4, point 4.2;
- d) A dated and signed Substitute Declaration.

Applications will be excluded for the following reasons:

- a) Submission of the application after the deadline specified in Article 3, paragraph 3.1;
- b) Lack of date and signature on the application, as specified in Article 3, paragraph 3.2 (Annex: Substitute Declaration);
- c) Omission of the declaration of required qualifications as specified in Article 2, paragraph 2.1;
- d) Partial or complete absence of the required attachments;
- e) Lack of date and signature on the curriculum vitae;

Failures related to points b) limited to missing dates, d), and e) are subject to remedial action, communicated to the email address provided by the candidate, within a timeframe set by the AICS office.

In cases where eligibility requirements are not met, the Agency reserves the right to exclude the candidate at any stage, even after signing the employment contract, resulting in termination and removal from the merit ranking.

The Agency accepts no responsibility for communications sent by the candidate to AICS or by AICS to the candidate that are not received for any reason or at any stage of the recruitment and potential hiring process.

4. EVALUATION OF QUALIFICATIONS AND INTERVIEW

4.1. Preliminary Steps for Evaluation

After the application deadline and any additional time allocated for remedial actions, the Office Head, as the responsible authority, evaluates the admissibility of applications based on the presence of essential requirements and the absence of disqualifying conditions.

The list of admitted candidates will be published on the AICS office's website and does not require additional communication to the candidates, whether admitted or excluded.

The examining committee is appointed by the Office Head after the application deadline.

4.2. Evaluation

The examining committee evaluates the admitted applications, awarding a maximum total score of **30 points** to each candidate, as specified below. Scores are assigned without the use of decimals.

QUALIFICATIONS: up to 15 points

- Relevance and significance of professional experience, acquired in any context, applicable to the position: **up to 7 points**;
- Relevance and significance of professional experience applicable to the position acquired at an AICS foreign office: **up to 3 points**;
- Language and computer skills: **up to 2 points**;
- Other relevant qualifications or professional skills applicable to the position: **up to 3 points**.

INTERVIEWS: up to 15 points

Candidates admitted to the selection process are invited via email to an interview, **with a maximum score of 15 points awarded.**

The interview will take place at the AICS office or via audio-video connection, at the candidate's discretion, in the language(s) specified as an essential requirement in the Notice (more than one if required).



The interview, which may include technical and practical tests, aims to assess the candidate's knowledge, professional experience, skills relevant to the duties, required language proficiency, interpersonal abilities, and other qualities deemed necessary to evaluate their suitability for the position.

Failure to attend the interview on the scheduled date and time, without valid reasons subject to the committee's discretionary assessment, will be considered as the candidate's withdrawal from the selection process.

Candidates are not entitled to reimbursement for any expenses incurred to attend the interview.

5. SELECTION RESULTS

The final merit ranking will include only candidates who scored at least 10/15 points in the interview.

The ranking is determined in descending order based on the sum of the points obtained from qualifications and the interview. In the event of a tie, priority will be given to the candidate with the highest interview score, and in the case of further ties, to the younger candidate.

The ranking will be published on the AICS office's website and does not require further communication with the candidates. The ranking remains valid for one year, with the option for the office to extend its validity by an additional year if necessary for the implementation of the initiative.

In the case of the winner's withdrawal or early termination of the contract, the office may move down the ranking list, provided the necessary financial resources are available.

The winning candidate will be invited by the AICS office to submit the required documentation for employment purposes.

In any case, the employment contract will not be signed with the selected candidate if their age exceeds the retirement age limit as per the applicable pension regulations or if the candidate reaches this age within the term of the contract.

6. PERSONAL DATA

By submitting their application, candidates consent to the processing of their personal data by the personnel responsible for collecting and storing applications and their processing for the purposes of the selection procedure. The AICS office head is the data controller.

The processing of personal data for admission to the selection tests and eventual employment will adhere to the principles of legality, fairness, and transparency to protect the rights and fundamental freedoms of individuals. For this purpose, following informations are given: A tal fine, si forniscono le seguenti informazioni:

1. Joint controllers of the data are the Director of the Italian Agency for Development Cooperation and the Head of the AICS Office in Addis Ababa.

2. For questions or complaints regarding data processing, candidates may contact the Data Protection Officer (DPO) of the Italian Agency for Development Cooperation at: dpo@aics.gov.it.
3. Personal data will be processed solely for the purpose of admission to the selection process and managing the employment relationship for the winner.
4. Data processing will be carried out by designated personnel.
5. The winner's data will be shared with entities specified by Italian and local regulations, such as trusted legal advisors for defense in local courts, private insurance companies for obligations under Article 158 of Presidential Decree no. 18/1967, INPS, INAIL, local social security/welfare entities, and local authorities for necessary formalities.
6. For non-selected candidates, data will be deleted five years after the selection procedure, considering Articles 157, 161, and 317 of the Italian Penal Code. For legal security purposes, data of selected candidates will be retained in personal files for an appropriate period, as per Article 68 of Presidential Decree no. 445/2000.
7. Candidates may request access to their personal data and, under applicable laws, request corrections. Within the limits of the law and subject to the administrative process, they may also request restriction or oppose processing. These requests must be directed to the AICS Addis Ababa office, with the DPO of the Agency notified as a courtesy.
8. If candidates believe their rights have been violated, they may file a complaint with the Agency's DPO. Alternatively, they may contact the Italian Data Protection Authority at: garante@gdgd.it, protocollo@pec.gdgd.it.

7. SAFEGUARD CLAUSE

The AICS Addis Ababa office reserves the right to revoke this notice or not proceed with the winner's employment for justified organizational and/or financial reasons.

 La Acting Head of Office
Alessandra Attisani


THIS NOTICE WAS PUBLISHED ON THE WEBSITE OF THE “TRANSPARENT ADMINISTRATION PORTAL (PAT)” IN THE SECTION “NOTICES OF COMPETITIONS NOTICES” <https://trasparenzaaddisabeba.aics.gov.it/> ON DECEMBER 6, 2024