



*Italian Embassy in Cairo*

0055/AICS

23 MAR 2016

## **PROFESSIONAL VACANCY ANNOUNCEMENT N. 001/EG/2016.**

### **LIAISON OFFICER**

The Italian Embassy in Egypt intends to recruit a Liaison Officer to support and strengthen the coordination between the activities conducted by its Economic and Commercial Office and by the Italian Development Cooperation Agency – AICS, Cairo Office.

The Liaison Officer will work within the Economic and Commercial Office of the Italian Embassy, thus facilitating the smooth and timely accomplishment of actions to be taken by this Office in relation to the “EU Joint Rural Development Programme-EU-JRDP”, financed by the European Union and implemented by the Italian Ministry of Foreign Affairs and International Cooperation, and to the activities implemented by the Italian Development Cooperation Agency – AICS, particularly those in support of private sector.

The contract will be for 12 months with possibility of renewal up to December 2019.

The EU-JRDP is a rural development intervention under the broader European Neighbourhood Programme for Agriculture and Rural Development (ENPARD). The aim of the Programme is to strengthen the capacities of rural associations, both farmers and non-farmers, in terms of sustainable management of local resources, especially water, and thus explore new and innovative solutions for generating income activities through tailored support. As such, the Programme will also support the socio-economic development of the beneficiaries living in the rural areas of Matrouh, Minia and Fayoum Governorates, who are among the most vulnerable people in the country.

The Italian Cooperation continues supporting the Egyptian Private Sector through Technical Assistance activities and related financial means in favor of Small and Medium Sized Enterprises – SMEs. In particular, the Italian Cooperation carries out two important programmes: the first one in collaboration with the Egyptian Social Fund for Development worth 12.6 million Euros aims at facilitating the technology upgrade of SMEs through the provision of a credit line at favourable interest rate; while the second one, worth 45 million euros and in the process of being launched, aims at supporting the creation of an enabling environment, able to guarantee sustainable development and inclusive growth for the private sector, with particular focus on SMEs.

**Expected start of employment:** at the end of the selection process.

**Duty station:** Cairo, Italian Embassy – Economic and Commercial Office

**Remuneration:** will depend upon qualifications and experience of the selected candidate.

## 1. KEY FUNCTIONS

The Liaison Officer will report to the Head of the Economic and Commercial Office of the Italian Embassy and work in close collaboration with the Head of the Office in Cairo of the Italian Development Cooperation Agency and with the Team Leader of the PMU of the EU-JRDP.

In particular, he/she will be responsible for:

- Analysis of technical and financial documents related to the activities and sectors of intervention of the Programme
- Participation to events and meetings
- Preparation of reports and information documents
- Perform other duties as requested

## 2. REQUIREMENTS

### Education:

University degree (five-years studies).

### Language:

English, both written and spoken (C1 European level).

Italian, if not mother tongue, at C1 European level, both written and spoken.

### Experience and competences:

- Minimum 2 years of relevant professional experience in international cooperation and/or private sector development (acquired after university graduation) with international organizations and/or governmental and non-governmental bodies and/or private sector.
- Experience in fieldwork, including interaction with national Institutions at central and local level.
- Experience in data collection, analysis and report writing both in English and Italian languages.
- Proficient in using computers including Microsoft programs, spread sheets, Email (outlook) and internet.

The following **preferred requirements** will also be taken into consideration in the selection process:

- Knowledge of Arabic language
- Previous experience in the Country/Region indicated in this vacancy
- Experience in Project Cycle Management
- Post-graduation degrees (Master-Doctorate)

## 3. EVALUATION OF APPLICATIONS

The selection will be conducted by an Evaluation Commission nominated by the Ambassador of Italy in Egypt according to the following criteria:



### **Education, experience, competencies and preferred requirements (Max 70 points)**

Verification of the possession of the essential and preferred requirements according to the documentation presented by the candidate, with particular reference to the academic titles obtained and the professional experience gained.

Candidates scoring at least 55 points will be included in the shortlist and will be invited for an interview.

### **Interview (Max 30 points)**

The interview will be carried out at the premises of the Italian Embassy or of Italian Development Cooperation Agency in Cairo. In alternative, audio/video connection (e.g. Skype) could be adopted.

No reimbursement will be granted to those travelling to Egypt for the interview.

Candidates scoring at least 85 points at the end of the process will be included in the final list of endorsed candidates valid for a period of two years.

Youngest candidates will be preferred in case of a final equal score.

## **4. HOW TO APPLY**

The submission of the job application duly signed (Annex 1) will indicate the number of the vacancy announcement, and should include the attached form Legally Binding Statement (Annex 2) according to the art. 46 of Italian D.P.R. 28.12.2000 n. 445, indicating:

- a. Surname, name, date and place of birth.
- b. Residence.
- c. Citizenship.
- d. Only for Italian citizen, specify the name of the municipality where the applicant is registered for the electoral roll.
- e. Absence of conviction in any criminal offence or under any criminal proceeding pending.
- f. No involvement in current legal or penal action for crimes against Public Administration.
- g. Studies certificates indicating the dates of issue and the names of Academic Institutions.
- h. Fully possession of political and civil rights.
- i. Not having being dismissed for fault from employment by a Public Administration office.

Any false declaration will incur on penal sanctions according to the article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application should also include:

1. Cover letter in English (max one page).
2. Copy of valid Passport.
3. Curriculum vitae in English (Europass format).
4. Language Europass passport (English version).

The applicant should also provide a telephone number and an email address for communications. The applicant must communicate any changes occurring after the submission of the application for this vacancy. The signed application and all attachments should be received **before 12:00 (Central European time) on the 23 04 2016** at the following email addresses: [segreteriaautl.cairo@esteri.it](mailto:segreteriaautl.cairo@esteri.it); cc. [mervat.fouad@esteri.it](mailto:mervat.fouad@esteri.it). We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number. The applicant must communicate any variation occurred after the presentation of the application to this vacancy. Please be aware that the application's attachments **must not exceed 9MB** in size and that applicants will receive a confirmation email of the received application. In case applicants will not receive the email it will be their responsibility to contact the above mentioned emails and request the confirmation. The Italian Embassy declines any responsibility for application not received.

#### **5. EXCLUSION FROM SELECTION PROCEDURES**

Applications containing the following defects will not be considered:

- a) Applications made without having all requirements described in this announcement
- b) Application not signed
- c) Application received after the deadline stated in this announcement

#### **6. RESULTS OF THE SELECTION**

The short-listed candidates will be informed of the results of the selection process.

#### **7. PROTECTION OF PRIVACY**

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian d. lgs. n.33/2013).

#### **8. PROTECTION CLAUSE**

At any stage of the selection process the Italian Embassy in Cairo has the right at its own discretion to terminate the appointment process related to the present vacancy announcement.

Maurizio Massari  
Ambassador



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[mervat.fouad@esteri.it](mailto:mervat.fouad@esteri.it)

**Object: Professional Vacancy Announcement n /EG/2016**

To whom it may concern,

I hereby confirm my participation to the selection process for the vacancy indicated in the object and here enclose all the following documentation:

1. Legally binding statement
2. Signed Curriculum Vitae in English
3. Cover Letter in English
5. Copy of valid ID document

I would like to receive any communication at the telephone number.....and email address.....

I give my unambiguous consent to the use of my personal data for the purpose of this selection process (Italian D.Lgs. n. 33/2013).

Yours faithfully

(Signature)

(Your name)

(Date and place)

**LEGALLY BINDING STATEMENT (ART. 46 ITALIAN DPR N. 445/2000)**

i. Surname:

ii. Name:

iii. Date and Place of birth:

iv. Residence:

v. Citizenship:

vi. Absence of conviction in any criminal offence or under any criminal proceeding pending:

YES     NO

vii. Studies Certificates: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Academic Institution: \_\_\_\_\_

viii. studies Certificates: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Academic Institution: \_\_\_\_\_

(Signature)

(Date and place)

**ANY FALSE DECLARATION WILL INCUR ON PENAL SANCTION ACCORDING TO ART. 76 OF ITALIAN DPR 445/2000 AND WILL EXCLUDE THE CANDIDATE FROM THE PROCEDURE OF SELECTION OR THE JOB ASSIGNMENT.**