



*Italian Embassy in Addis Abeba*

**“Stemming Irregular Migration in Central and Northern Ethiopia - SINCE”  
Project Funded by European Union and implemented by the  
Italian Ministry of Foreign Affairs and International Cooperation  
[Delegation Agreement No. T05-EUTF-HOA-ET-02]**

**PROFESSIONAL VACANCY ANNOUNCEMENT N. 002/ETH/2016  
FINANCE AND CONTRACT ADMINISTRATOR**

In accordance with the Italian Decree 165/2001 art. 7 co.6, the Italian Embassy in Ethiopia, assisted by the Addis Abeba Office of the Italian Agency for Development Cooperation, intends to recruit a **Finance and contract administrator** in the framework of the Programme “Stemming Irregular Migration in Northern and Central Ethiopia - SINCE” (hereafter referred to as “the Programme”), financed by the European Union and implemented by the Italian Ministry of Foreign Affairs and International Cooperation (expected duration 48 months).

The contract will be for 36 months (up to the end of the Programme) and subject to a probation period of 1 month.

**Programme description**

The Programme falls within the first priority domain of the Valletta Action Plan, namely ‘Development benefits of migration and addressing root causes of irregular migration and forced displacement’ – Investing in development and poverty eradication, specifically to boost socio-economic opportunities.

The aim of the Programme is to create greater economic and employment opportunities especially for young people and women with a focus on rural towns and urban areas, particularly Addis Ababa, in the most migration-prone regions (Amhara, Tigray, Oromia, SNNPR) of Ethiopia. The target of the Programme will be migrants, potential migrants, returnees and Eritrean refugees.

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

**Duty station:** Addis Abeba with expected duty travels in the areas of intervention.

**Remuneration:** will depend upon qualifications and experience of the selected candidate according to Italian decree n.1988/128/000863/3-ISE 2016.

## 1. KEY FUNCTIONS

The Finance and Contract Officer will have a support role in the legal, procurement and administrative aspects of the Programme's Implementation. He/she will report directly to the Programme Coordinator, he/she will be under the supervision of the Ambassador. .

As Finance and Contract Administrator, he/she will be in charge of the planning, implementation and reporting of the financial budget of the Programme and he/she will work in close coordination with the administrative office of the Italian Embassy.

In particular, the Finance and Contract Administrator will be directly responsible of:

- Ensuring the correct administrative implementation of the Programme and the financial management of the EU funds supporting the administrative office of the Embassy in the accounting operations.
- Organizing and preparing all calls for tenders and calls for proposals in compliance with Italian Procurement Law, as well as the Practical Guide to Contract Procedures for EU External Actions (PRAG).
- Establishing and implementing the procurement plan.
- Defining Terms of Reference of tenders and calls for proposals in collaboration with the technical experts.
- Supporting the evaluation commission in the award process for tenders.
- Preparing any documentation related to contracts and agreements.
- Ensuring the correct implementation of all contracts and agreements.
- Preparing the intermediate and final financial reports.
- Preparing the financial statements of Programme expenditure for the annual "Declaration of Management".
- Preparing the payment requests to submit to the EU Delegation.
- Supporting the Programme Coordinator during the auditing conducted by the European Commission and Italian Ministry of Foreign Affairs and International Cooperation.
- Performing other duties as required.

## 2. REQUIREMENTS

### **Education:**

University degree (5 years duration) in Public Administration, Law, Economics or similar field of study.

The candidates can avail themselves of the equivalences for the admission to public competition, published on the web-site of the Ministry of the Education, University and Research [www.miur.it](http://www.miur.it). Other degrees will be considered when matched with highly qualified professional experience.

**Language:**

English both written and spoken (C1 European level).

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

**Experiences and competences:**

- Minimum 3 years of relevant professional experience (post-graduation) in the legal and administrative sectors in the framework of development programmes.
- Excellent knowledge of Italian and European procurement procedures (PRAG).
- Knowledge of the EU initiative funding the Programme.
- Proficient in using computers including Microsoft programs, spread sheets, Email (outlook) and internet.

The following **preferred requirements** will also be taken into consideration:

- Experience in management of EU Delegation Agreements.
- Previous responsibility for procurement procedures.
- Post-graduate degrees (Master-Doctorate) in legal and administrative subjects.
- Specialized courses in international cooperation.
- Experience in management of EU funds.
- Knowledge of the legal profession.
- Previous experience in the Country/Region indicated in this vacancy.
- Knowledge of Amharic language
- Being immediately available to hold the appointment.

### **3. EVALUATION OF APPLICATIONS**

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

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

Verification of the possession of the essential and preferential 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 through audio/video connection (e.g. Skype), or at the premises of the Italian Embassy Italian Agency for Development Cooperation Office in Addis Abeba.

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

Candidates scoring at least 79 points at the end of the process will be included in the final list of endorsed candidates valid for a period of three years.

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

## **4. HOW TO APPLY**

The submission of the application duly signed should indicate the number of the vacancy announcement. The application should be written in English and include the attached form Legally Binding Statement (according to the art. 46 of Italian D.P.R. 28.12.2000 n. 455), 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. Motivation letter in English (max one page).
2. Copy of valid Passport.
3. Curriculum vitae in English (Europass format).
4. Language Europass passport (English version).
5. A declaration to be immediately available to hold the appointment.

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 27<sup>th</sup> November 2016** at the following email: [addisabeba.pr@esteri.it](mailto:addisabeba.pr@esteri.it), [aics.addisabeba@itacaddis.it](mailto:aics.addisabeba@itacaddis.it); cc. [a.yabowork@itacaddis.it](mailto:a.yabowork@itacaddis.it). We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number.

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

The applications containing the following defects will not be considered valid:

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

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

The short listed candidates will be informed on 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 Ethiopia has the right at his own discretion to not entrust the work assignment related to the present vacancy announcement.

**The Ambassador**

Giuseppe Mistretta