



*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. 001/ETH/2016  
PROGRAM COORDINATOR**

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 **Program Coordinator** 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 Program Coordinator will carry out his/her duties and responsibilities under the supervision and in close coordination with the Ambassador of the Embassy of Italy and the Head of the Addis Abeba Office of the Italian Agency for Development Cooperation. He/she will manage the Coordination Unit with the final aim of implementing the Programme's by supervising and coordinating activities and monitoring the achievement of the expected results.

In particular, the Programme Coordinator will be directly responsible of:

- Ensuring the overall technical and administrative management of the Programme.
- Liaising with the concerned stakeholders at central and local level (e.g. line Ministries and Regional authorities).
- Preparing the Term of Reference (ToR) for the selection of short and long term local experts and participating when requested in their selection.
- Managing the Programme's budget.
- Coordinating the technical formulation of tenders and calls for proposal of grants, services, works and supplies' contracts jointly with the Finance and Contract Administrator.
- Monitoring the technical and financial aspects related to the endowed contracts.
- Ensure the timely preparation of all technical and financial reports as requested by the EU and MAECI- DGCS.
- Assisting external technical and evaluation missions, including auditing, and organizing all the documentation required.
- Promoting the communication and information activities according to the EU's guidelines, including the opening and closure of workshops and events related to the Programme.
- Contributing to the update of the communication and visibility Programme's plan.
- Performing any other activities required for the correct implementation of the Programme.

## 2. REQUIREMENTS

### **Education:**

University degree in Economic and Social Science (5 years duration) or other close fields of studies.

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 in the presence of highly qualified professional experiences in the sector of intervention.

### **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 10 years post-graduate progressive experience in the sector of economic and social development with international organizations and/or governmental and non-governmental bodies, including CSOs and Local authorities.
- Previous experience as Program Coordinator in other economic and social development programmes with managerial and coordination responsibilities.
- Excellent knowledge of the procedure of the Italian Development Cooperation, as well as European Union's procedures (e.g. EU-EuropeAid), also covering funds management.
- Knowledge of the EU initiative funding the Programme.
- Working experience in the preparation and revision of tender documents and calls for proposal.
- Experience in working with national and local Government bodies related to the sector of intervention, as well as other international/national counterparts and donors, especially the EU.
- Proficient in using computers including Microsoft programs, spread sheet, Email (outlook) and

Internet. Will be additionally considered the following **preferred requirements:**

- Experience in management of EU Delegation Agreements.
- Post-graduate degrees (Master-Doctorate).
- Experience of Project Cycle Management in regards to projects and programmes of economic and social development.
- Specialized courses in international cooperation.
- Previous experience in the Country/Region(Horn of Africa) 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 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