

## **VACANCY ANNOUNCEMENT**

<b><u>VACANCY CODE:</u></b>	001 / AICSBEIRUT / 2017
<b><u>DATE OF PUBLICATION:</u></b>	April 27, 2017
<b><u>TITLE / POSITION:</u></b>	Senior CHUD Program Officer
<b><u>PROJECT:</u></b>	Cultural Heritage and Urban Development (CHUD) / Italian Component
<b><u>DONOR:</u></b>	Italian Ministry of Foreign Affairs and International Cooperation / Italian Agency for Development Cooperation (AICS)
<b><u>CONTRACTING AUTHORITY:</u></b>	Council for Development and Reconstruction (CDR)
<b><u>DUTY STATION:</u></b>	Council for Development and Reconstruction (CDR) Tallet El Serail - Riad El Solh Beirut – Lebanon
<b><u>DATE OF ENTRY ON DUTY:</u></b>	Immediately upon completion of the selection and the award procedures
<b><u>DURATION OF APPOINTMENT:</u></b>	1 Year, with possibility of extension
<b><u>DEADLINE FOR APPLICATION:</u></b>	May 19, 2017

### **1. INTRODUCTION**

The Cultural Heritage and Urban Development (CHUD) Program is an initiative undertaken by the Government of Lebanon (GoL), through the Council for Development and Reconstruction (CDR) acting as implementing agency and in collaboration with the World Bank (WB), the “Agence Française de Développement” (AFD) and the Italian Agency for Development Cooperation (AICS) of the Italian Ministry of Foreign Affairs and International Cooperation, in order to protect, rehabilitate and revitalize selected Lebanese archaeological and core historical sites.

The Italian Government contributes to this initiative with a soft loan financing of Euro 10,228,000.00 aiming at:

- (i) contributing to the conservation and valorisation of the archaeological sites;

- (ii) sustaining the urban planning for the historical towns and the re-qualification of the historical patrimony;
- (iii) strengthening the capacities to adequately respond to modernization and urban planning needs of the Directorate General for Urban Planning (DGU).

The main locations of the Italian intervention are the cities of Tripoli, Sidon, Baalbeck and Tyre. The Italian intervention includes also conservation and restoration works in the UNESCO World Heritage Sites of Baalbeck (Al Qalaa with the Temple of Jupiter and the Temple of Bacchus) and Tyre (Sites of Al Mina and Al Bass).

In the first phase of the CHUD Program, the activities carried out were mainly related to the design of the foreseen interventions for the archaeological sites of Sidon, Tripoli, Baalbeck and Tyre as well as on the re-qualification and valorisation projects for historical buildings in Sidon (Khan el Echle) and in Baalbeck (Baalbeck Serail).

In this second phase, most of the activities will be related to the execution of the works and therefore to the practical implementation of the conservation and restoration activities for the archaeological sites and to the "*mise-en-valeur*" of the identified historical buildings.

In order to facilitate the effective execution of this phase, CDR and AICS decided to hire a Senior CHUD Program Officer and to appoint him/her with the tasks of coordinating the activities related to the Italian funds and cooperating to the smooth implementation of the local activities.

## **2. TERMS OF REFERENCE**

Under the guidance of the involved parties (Council for Development and Reconstruction and Italian Agency for Development Cooperation), the Senior CHUD Program Officer will be in charge of (i) supporting and coordinating the implementation of the activities related to the Italian funds; (ii) participating at the supervision activities carried out by the Italian Agency (iii) facilitating the communication between the Italian Agency and the Council for Development and Reconstruction and among the various stakeholders involved in the Program; (iv) cooperating with and providing assistance to the PMU unit of the Council for Development and Reconstruction in creating synergies among the various component of the CHUD Program and with the activities carried out by the Italian Agency, mainly in the cultural heritage and cultural tourism fields.

Following the first phase of implementation, where mainly the planning and the design of the interventions were carried out, the program entered in a more complex phase with the execution of the major conservation and valorisation works in the main archaeological sites of

Lebanon (Tyre and Baalbeck) as well as in historical cities as Tripoli and Sidon. Within this framework, the scope of the assignment is to provide daily support to the implementation of the works, monitoring and supervising the ongoing activities. The Senior CHUD Program Officer will assist the CDR/PMU in order to ensure the effective and timely execution of the Program's activities financed through the Italian soft loan. To this aim, reporting activities to the Italian Agency and to CDR will be carried out on a fixed base.

**SENIOR CHUD PROGRAM OFFICER DUTIES:**

During his assignment, the Senior CHUD Program Officer will have the following tasks:

- Support and assist the CHUD-PMU in all the aspects related to the CHUD activities financed through the Italian soft loan and grant;
- Ensure efficient communication among involved local partners (CDR, Directorate General of Antiquities "DGA", governmental/local authorities, municipalities...) and international agencies and organizations (UNESCO, donors, NGOs...) as well as with contractors, consultants and Italian Agency/Italian Embassy during all phases of implementation;
- Collaborate with the CHUD-PMU in order to harmonize the interventions financed by the Italian Agency with the components financed by the WB and AFD (where needed) and participate, whenever possible, to their site visits, survey and monitoring meetings;
- Cooperate with and support the CHUD-PMU in the elaboration of documents relevant to the Italian Agency;
- Provide assistance in order to ensure a correct application of the rules laid down by international standards and the code of procurement of the Italian public administration;
- Coordinate the project activities financed through the CHUD soft loan components with the projects implemented by CDR and financed through Italian Agency grants and create synergies between the CHUD Program and the various initiatives financed by the Italian Agency;
- Organize, in collaboration with CHUD-PMU, meetings aimed at duly and effectively informing the municipalities about the ongoing/future activities and any relevant updates in order to guarantee the support of the local communities to the project;
- Assist in the evaluation of requests for modifications or variation orders of ongoing contracts and/or provide assistance in the retendering of failed/cancelled tenders.
- Facilitate communications with all partners in order to ensure the promotion and the visibility of the CHUD initiatives;
- Collaborate with the administration department of the Italian Agency in Beirut in the preparation/revision of drafts of contracts for supplies, works and services related to CHUD initiatives;

- Monitor the project activities and verify progress of works;
- Ensure the timely reporting to the Italian Agency for all the activities related to the Program implementation.

### **3. REQUIREMENTS FOR ADMISSION**

#### **3.1 Essential Requirements:**

- Italian citizenship;
- Not older than 65 years at the time of expiration of the notice on the assignment;
- Enjoyment of civil and political rights;
- Clean criminal record with no criminal convictions;
- Comply with the rules on military service;
- Not in destitution, revocation or termination from employment at the public administration;
- Physical fitness for the employment;
- Bachelor of Arts (BA) / Bachelor of Science (BS) University degree or Diploma (5 years ) according to the Italian Ministerial Decree of July 9, 2009;
- Academic specialization in the field of Cultural Heritage protection and safeguarding is an asset;
- Minimum of 10 years of experience in international programs for development cooperation, preferably in the cultural heritage domain, or equivalent experience, among which 5 years in a managerial position;
- Good knowledge of EC tendering procedures;
- Good command of English language (written and spoken) is mandatory (C1 level of the common European framework of reference for languages);
- Good knowledge of MS Office tools, MS Project and/or Primavera;

#### **3.2 Preferential Requirements:**

- Postgraduate degree (Master or Doctorate) in the field of Cultural Heritage and/or International Development Cooperation (1 point);
- Knowledge of French language (written and spoken) to level B2 or more of the common European framework of reference for languages (1 point);
- Knowledge of Arabic language (written and spoken) to level B2 or more of the common European framework of reference for languages (1 point);
- Knowledge of the procedures applied by the Italian public administration and/or PRAG / EU and contracts relating thereto (1 point);
- Previous work experience in Lebanon or in the MENA region for at least 2 years (1 point);

- Previous work experience in cooperation with various Lebanese and international stakeholders (Lebanese political counterparts, governmental authorities, beneficiaries, donors, NGOs) especially with the Italian Agency for Development Cooperation or the Italian Development Cooperation (1 point).

#### **4. SUBMISSION OF APPLICATION**

4.1 In their application, written in the form of a self-declaration pursuant to art. 46 of 28.12.2000 No. 445 P.r.decreet, the candidates must declare under their own responsibility:

- a) surname, first name, date and place of birth;
- b) possession of Italian nationality;
- c) the municipality in which voters are registered or the reasons for their non-inclusion;
- d) absence of criminal convictions;
- e) not to be subject to an accounting or criminal proceedings for offences against the public administration;
- f) educational qualifications possessed with indicating the date and the institution at which they have been achieved;
- g) military obligations fulfilled or not;
- h) physical fitness for the assignment.

Should subsequent checks reveal the non-validity of the content of the above mentioned self-declaration, the person concerned will incur the penalties provided for in art. 76 of D.P.R. N. 445/2000 and subsequent modifications, immediately declining from employment and any other benefit possibly obtained on the basis of the false statement.

4.2 The application must be accompanied by:

- i) copy of identity document;
- j) Curriculum vitae in English in European format (Europass);
- k) motivation letter written in English.

Applicants must also indicate their address, telephone number and e-mail address at which to address any necessary communication. Applicants must communicate any change in the provided information after filing their application.

The application for participation in the selection, duly signed, and its annexes referred to in point 4.2 above must be submitted not later than 12:00pm (Beirut time) on May 19, 2017 at the following address: [beirut@pec.agenziacooperazione.gov.it](mailto:beirut@pec.agenziacooperazione.gov.it)

The email shall have as subject the vacancy code 001/AICSBEIRUT/2017 and the option "request a read receipt" must be selected.



## **5. EVALUATION OF APPLICATIONS**

The Italian Agency in Beirut will verify the eligibility of the applications received on the basis of the above mentioned requirements and how they are submitted, as provided for in paragraph 4 above.

The subsequent evaluation of applicants found to be eligible will be carried out by an Evaluation Commission that will be appointed by the Director of Italian Agency in Beirut.

The evaluation of the CVs (Preferential Requirements) of the applicants will get a maximum score of 6 points.

The Evaluation Commission will draw up a merit list and invite the top 5 candidates to an interview, which will also be held telephonically. The convocation to the interview will be sent by email to the address stated by the applicant at the time of application.

Non-selected candidates will not receive any notification.

The interview will be assigned a maximum score of 5 points. The interview, which will take place in Italian, will determine the level of knowledge about the Italian Agency for Development Cooperation, its action in the Middle East and Lebanon, particularly in the field of the protection and promotion of cultural heritage.

## **6. EXCLUSION FROM THE SELECTION PROCEDURE**

An application will be excluded from the selection procedure in one of the following cases:

- a. application does not include all the requirements for admission mentioned in paragraph 4 above;
- b. application is not duly signed;
- c. application is not submitted in the format and terms specified in paragraph 4 above.

## **7. FINAL RANKING**

The ranking of the applications will be formulated by the Evaluation Commission immediately at the end of the interviews on the basis of the criteria indicated above and it shall be published on the website with a validity period of one year from the date of approval.

For a same score, the candidate having a younger age is preferred, as provided by law No 127/97, as amended.

#### **8. EMPLOYMENT TERMS**

The content of this announcement will be bound to comply with the applicable law and will inevitably provide for a safeguard clause concerning the possible interruption of the Program resulting from causes not attributable to the signatory of the contract and the consequent unilateral withdrawal from it, subject to the recognition of every and all of the terms of the contract at that date.

#### **9. PERSONAL DATA**

The submission of application to participate in the selection procedure implies a consent of the applicant to the processing of his personal data, including sensitive data, by the staff assigned to the custody and the retention of the applications and their use for the competition procedures.

#### **10. SAFEGUARD CLAUSE**

The Italian Agency in Beirut reserves the right to cancel this notice for discretionally assessed reasons.

The Italian Agency in Beirut also reserves the right not to undertake the assignment in case of lack of eligible candidates with adequate requirements or in case of unavailability of financial resources to cover the costs of the assignment.