

**Programme “Technical Assistance to implement the  
“ROBBIKI LEATHER CITY RLC” Relocation Project**

**PROFESSIONAL VACANCY ANNOUNCEMENT N. 1/ITEG/2017**

**PROJECT MANAGEMENT UNIT DIRECTOR**

**1. General Information**

Title: Project Management Unit Director

Location: Cairo, Egypt

Duration of assignment: 24 months

Initial date: September - October 2017

Notification of short listed candidates: Beginning of September 2017

Contracting Authority: Italian Agency for Development Cooperation AICS – Cairo

**2. Introduction**

The project follows the ambitious "Robbiki Program" launched in 2004 by the Egyptian government and targeted to: (i) the creation of a new industrial district for leather processing in the Robbiki industrial zone, about 50 Km from Cairo (Robbiki Leather City - RLC); and (ii) the subsequent transfer to the district of all production activities related to the leather tanning that are located in the central Old Cairo area of Magra el Eyoum, where are carried by outdated and highly polluting production means.

Up to date, the infrastructure of the RLC have been completed, thanks to a major contribution of the Italian Cooperation: With the present initiative is meant to conclude what has been achieved, continuing to support the Tanners in the decisive phase of the transferring to RLC and upgrading the leather production activities.

The initiative is focused to support the management of the Leather Tanning Technology Center (LTTC) and the RLC's common facilities.

➤ **Project Management Scheme**

The body responsible for administering the funds made available by the Italian Government, will be the Italian Cooperation Agency, AICS in Cairo, which will coordinate with local stakeholders through the Project Management Unit (PMU). The PMU will carry out its functions in close collaboration with IDA (Industrial Development Authority) and CID (Cairo Investments Company). IDA is currently the executor body of the Robbiki Project and is

managing the relocation project in all its aspects, including the construction work and social activities that are consequent to the implementation of the transfer of all businesses. Along with the CID, it also manages the RLC common plants until the full implementation of the latter. However, the IDA is transferring all management skills to the CID, the company responsible for management of the district and its real estate/industrial development. The PMU then, after the above-mentioned transfer of competencies will be completed, will coordinate with the CID for the execution of the project in object.

### ➤ **Project Management Unit (PMU)**

The PMU will act as the Executive Team to action all aspects of implementing the Italian Technical Assistance to support the implementation of the “ROBBIKI LEATHER CITY - RLC” Relocation Project (T.A.I./RLC).

The PMU will manage all activities, that will be reported to a common management information system at service of AICS and the project stakeholders. The reports both financial and technical will be done quarterly, and will provide AICS and the stakeholders with an exhaustive and punctual flow of information about the implementing tasks and the intermediate objectives achieved, as well as the follow up envisaged and other linked results.

The PMU will consider the reporting activity as a focal point to:

- Set up the activity, outlining every single task.
- Milestones monitoring and screening the strength and weak points of the project.
- Exchange the information in view of follow up plans or linked activities.
- Report about the communication with the single agent teams of every activity, as well as the beneficiaries (service providers, associations and private enterprises).

### **3. Duties and responsibilities**

- Manage the PMU Office Team
- Liaising with the AICS Cairo and the project Steering Committee (when formed) on the preparation, review and changes to the project implementation work program.
- Report to the AICS the progress of the PMU in implementing the agreed work program.
- Prepare and direct the procedures for selecting the institutions, companies and experts to be contracted for implementing the four project components of the work program.
- Oversee the input of the contracted experts and institutions into achieving their allocated tasks within the project implementation work program.
- Prepare reports for submission to AICS and to the Steering Committee (when formed), and prepare the agenda and minutes of their meetings.
- Direct management all first tier management positions within the PMU.
- Other tasks to be added based on the content of the project implementation work Programme.

#### **4. Requirements**

Italian Nationality;

##### ➤ **Education skills**

Bachelor's University degree in Business Administration, Political Sciences or Socio Economist or Humanities Degree, or similar subject relating to economic and business development activities; Other degrees will be considered when matched with highly qualified professional experience in the sector of intervention.

##### ➤ **Language skills**

Italian both written and spoken (C2 European level)  
English both written and spoken (C1 European level)  
Arabic both written and spoken (C1 European level).

##### ➤ **Experiences and competences**

- Operated as a business development expert for at least 10 years, with preferably part of this time spent in Egypt.
- Familiar both with coordination mechanisms and business development policies;
- Previous work experience with International Agencies will be preferred;
- Good communication and leadership skills;
- Ability to perform under stress condition;
- Capacity to autonomously work and in problems prevention/resolution;
- Ability to identify, initiate and maintain good relationships with partner organizations, donors and national authorities including building professional relationships with senior decision-makers and influencers/leaders;
- Proven organizational skills and ability to effectively manage multiple tasks while fostering quality, team spirit and positive working relationships with colleagues;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Computer skills, in particular MS Word, MS Excel, MS Outlook, MS Project;
- Previous experience gained in the Egyptian entrepreneurial sector would be considered an asset;

#### **5. Evaluation of Applications**

The selection will be conducted by an evaluation commission composed by the representatives of the Italian Agency for Development Cooperation in Cairo, according to the following criteria:

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

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

Candidates scoring at least 42 points will be included in the shortlisted and will be invited for an interview.

## ➤ **Interview (Max 30 points)**

The interview will be carried out at the premises of the Italian Agency for Development Cooperation in Cairo, or if not possible, through an audio/video connection (e.g. Skype).

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

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

## **6. How to apply**

The application should include:

1. A motivation letter (no more than 500 words) explaining the main reasons of applying for this position;
2. A Curriculum Vitae in English, signed by the applicant;
3. Copy of a valid passport;
4. A European Language Passport signed by the applicant (Annex 1);

The applicant should also provide a telephone number and an email address for communications. The deadline for submitting the application is 31 August 2017 at 23:59 (Cairo time).

Applications must be sent to the following email address: [segreteriaautl.cairo@esteri.it](mailto:segreteriaautl.cairo@esteri.it) adding in copy [felice.longobardi@aics.gov.it](mailto:felice.longobardi@aics.gov.it)

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement name.

## **7. Exclusion from the selection procedures**

Applications containing the following defects will be not considered:

1. Applications not completed and/or missing all requirements described in the announcements;
2. Applications received after the deadline stated in this announcement;

## **8. Results of the selection**

The short-listed candidates will be informed of the result of the selection process by the 10th of September 2017 and afterwards the interview process will take place during the month of September 2017.

## **9. 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) writing in the signed curriculum the following statement “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)”.