

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

**PROFESSIONAL VACANCY ANNOUNCEMENT N.2/ITEG/2017**

**PROJECT MANAGEMENT UNIT CODIRECTOR**

**1. General Information**

Title: Project Management Unit Codirector

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related to the leather tanning that are located in the central Old Cairo area of Magra el Eyoum, where are carried by outdated and highly polluting production means.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.

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**

- Be responsible for the communications with local and international stakeholders and partners, in coordination with the PMU Director.
- Be responsible for the relations with the public and private entities involved in the project.
- The Codirector will assist the Steering Committee in all its activities including the preparation of the Agenda, in consultation with the members, scheduling and calling for the meetings, preparing the Minutes of Meetings and forwarding them to the members for approval.
- Be complementary to the Director concerning the main activities of the PMU by securing the implementation of the project work plan.
- Be complementary to the Director concerning the participation to the activities coordinated by the PMU, with particular regard to clusters' activities in RLC (Robbiki Leather City).

### **4. Requirements**

Egyptian Nationality;

#### ➤ **Education skills**

Bachelor's University degree in in Management Engineering, or Architect of the urban development, or similar subject relating to industrial and business development activities, or Chemical Engineer related to the tanning business; Other degrees will be considered when matched with highly qualified professional experience in the sector of intervention.

#### ➤ **Language skills**

English both written and spoken (C1 European level).

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

## ➤ **Experiences and competences**

- Operated as a business development consultant for at least 5 years, with preferably part of this time spent in the leather sector and its intermediate agencies.
- Familiar with coordination mechanisms and business development policies;
- Ability to communicate effectively with the owners and managers of tanneries who have been used to operating to traditional practices and implement change management programs
- Experienced in the preparation of workplans to put together technical assistance packages for entrepreneurial projects and experienced in managing teams to implement industrial development projects.
- Experienced in the “hard” elements of enterprises’ management and the “softer” socio-economic elements of dealing with SME owner/managers and their workers.
- Experienced in working within the international environment of producing tanned leather, the production process and the application of international best practice.
- Experienced in applying project management techniques, budgeting, financial control and reporting on project implementation.

## **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: [segreteriaatl.cairo@esteri.it](mailto:segreteriaatl.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)”.