

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

PROFESSIONAL VACANCY ANNOUNCEMENT N. 3/ITEG/2017

ACCOUNTANT

1. General Information

Title: Accountant

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related to the leather tanning that are located in the central Old Cairo area of Magra el Eyoun, where are carried by outdated and highly polluting production means.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

3. Duties and responsibilities

The Accountant will have a support role in the implementation of the Programme in the legal, procurement and administrative aspects. He/she will report to the Team Leaders and to the Administrative Officer.

In particular, the Accountant will be directly responsible for:

- Carrying out the project's accounting work;
- Carrying out daily work in compliance with annual work schedules;

- Assisting project management in performing budget cycle: planning, preparation, revisions, and budget implementation;
- Providing assistance to partner agencies involved in project activities, performing and monitoring financial aspects to ensure compliance with budgeted costs in line the policies and procedures;
- Monitoring project expenditures, ensuring that no expenditure is incurred before it has been authorized;
- Assisting the project team in drafting quarterly and yearly project progress reports concerning financial issues;
- The inventory of the project assets, tax, bank interests, etc.;
- Performing preparatory work for mandatory and general budget revisions;
- Writing financial reports;
- Ensuring that the project uses efficiently and transparently available financial resources in an efficient and transparent manner;
- Ensuring that all project financial activities are carried out on schedule and within budget to achieve the project outputs;
- Supporting the establishment and implementation of the procurement plan;
- Assisting in the preparation of any documentation related to contracts and agreements;
- Support in the preparation of the intermediate and final financial reports;
- Assisting during the preparation of the financial statements of the Programme's expenditure for the annual "Declaration of Management";
- Maintaining a filing system for all of the organization's contracts including donor agreements, conference agreements, consulting/short term contracts, service contracts;
- Managing petty cash function and reconcile petty cash account on a regular basis;
- Managing purchase of office supplies and other miscellaneous items as required;
- Undertaking tasks associated with the annual conference as assigned;
- Reporting activities and challenges to supervisor on regular basis;
- Performing all other financial related duties upon request.

4. Requirements

Egyptian Nationality

➤ **Education skills**

Bachelor's University degree in Commerce, Business Administration Management Accounting, Finance, Business Administration or similar field of studies or secondary school diploma. 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**

- Minimum 3 years of relevant professional experience (post-graduation) in the

- administrative and financial sectors in the framework of development programmes.
- Solid experience in budgeting, planning and reporting on international funded projects.
 - Good knowledge of the procurement procedures.
 - Proficient in using computers including Microsoft programs, spread sheet, Email (outlook) and internet.

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

- Working experience with EU and/or Italian funded project.
- Previous experience as responsible of procurement procedures.
- Knowledge of the Italian administrative and accounting regulation and procedures.
- Knowledge of Italian language.
- Good Knowledge of banking system and Tax Laws.
- Communication skills: speaking effectively and writing concisely.
- Research and planning skills: gathering information, analysis, conclusions and improvising.

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 adding in copy 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)”.