

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

**PROFESSIONAL VACANCY ANNOUNCEMENT N. 4/ITEG/2017**

**FINANCIAL AND ADMINISTRATIVE OFFICER**

**1. General Information**

Title: Financial and administrative officer

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related to the leather tanning that are located in the central Old Cairo area of Magra el Eyoum, where are carried by outdated and highly polluting production means.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

**3. Duties and responsibilities**

The Financial and Administrative Officer 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 Legal Procurement and Administrative Officer.

- As Financial Officer he/she will work in close coordination with the administrative office of the Italian Embassy.

In particular, the Financial Officer will be directly responsible of:

- Ensuring the financial management of the Programme supporting the administrative office of the AICS in the accounting operations;
  - Supporting the establishment and implementation of the procurement plan;
  - Assisting the Programme Coordination Unit in preparing the necessary tender documents for procurements or requests for offers, collection and revision of offers and assist in the preparation of the evaluation reports according to the Italian Procurement Law;
  - Supporting the evaluation commission in the award process of tenders;
  - Assisting during the preparation of any documentation related to contracts and agreements;
  - Supporting during 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 reports;
  - Supervising of the operations done by the accountant;
  - Performing any other duty when required.
- As Administrative Officer he/she will be in charge of the planning, implementation and reporting of the financial budget of the Programme in collaboration with the Team Leaders and the office of the AICS.

In particular, the Administrative Officer will be directly responsible of:

- Maintaining the project's accounting system, including reporting and filling systems, in accordance with the project document and the required procedure;
- Maintaining petty cash transactions, including writing receipts, preparing payment request forms, disbursement of cash and clearance of advances;
- Managing banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting;
- Reconciling all balance sheet accounts and maintain records on file;
- Monitoring and ensuring that expenditure of project funding is made in accordance with the required procedures and approved by the Project Supervisor as appropriate;
- Reporting any actual or potential financial issues to the Project Supervisor;
- Maintaining an inventory file to support purchases of all equipment/assets;
- Performing any other duty when required.

#### **4. Requirements**

Egyptian nationality.

➤ **Education skills**

Bachelor's University degree in Accounting, Finance, Business Administration or similar field of studies. 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 B2 European level both written and spoken.

➤ **Experiences and competences**

- a. Minimum 5 years of relevant professional experience (post-graduation) in the administrative and financial sectors in the framework of development programmes.
- b. Solid experience in budgeting, planning and reporting on international funded projects.
- c. Good knowledge of the Italian and European procurement procedures.
- d. Proficient in using computers including Microsoft programs, spread sheet, Email (outlook) and internet.

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

- a. Working experience with EU and/or Italian funded projects.
- b. Previous experience as responsible of procurement procedures.
- c. Knowledge of the Italian administrative and accounting regulation and procedures.
- d. Knowledge of Italian language

## **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)”.