

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

PROFESSIONAL VACANCY ANNOUNCEMENT N. 7/ITEG/2017

VISIBILITY AND COMMUNICATION / EXECUTIVE SECRETARY

1. General Information

Title: Visibility and communication / executive secretary

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related to the leather tanning that are located in the central Old Cairo area of Magra el Eyoun, where are carried by outdated and highly polluting production means.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 Visibility and Communication / Executive Secretary will have a support role in the implementation of the Programme in the communication, visibility and secretarial aspects. He/she will report to the Programme Team Leader.

➤ Concerning the **communication and visibility aspects** he/she will be directly responsible of:

- Support the development and implementation of the visibility plan and ensure that this plan will be in line with the guidelines of the “*Communication and Visibility Manual for EU External Actions*”;
- Collaborating with the procurement officer to purchasing goods and services necessary for the communication and visibility activities;
- Producing and updating all the informative material, including editorial and multimedia products (e.g. video, audio, social network, etc.) required for the dissemination of the activities and actions of the Programme;
- Assisting in organizing events, workshops, and meetings in relation to the Programme and being actively involved in any external events on behalf of the Project Management Unit (PMU);
- Drafting media materials and press releases, as well as keeping continuous relationship with local media;
- Write press releases and communication notes for project visibility and dissemination of relevant information;
- Prepare newsletters and briefs to different audiences where needed;
- Attend and report on project seminars, workshops and stakeholders meetings;
- Perform any other duty when requested.

➤ Concerning the secretarial aspects he/she will be directly responsible within the PMU of:

- Organizing appointments and taking messages;
- Organizing and servicing meetings (producing agendas and taking minutes);
- Handling correspondence;
- Coordinating mail-shots and similar publicity tasks;
- Programme archiving;
- Perform any other duty when requested.

4. Requirements

Egyptian nationality

➤ **Education skills**

Bachelor's University degree in Communication, Journalism / Media, Public Administration, Political Science or close field of studies. Other degrees will be considered in the presence of highly qualified professional experiences.

➤ **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**

- Knowledge of communication tools (e.g. events, media relations, publication and print materials) as well as social networks (e.g. Facebook and Twitter).
- Excellent written and verbal communication skills.
- Very good computer skills including Microsoft programs, multimedia software, spread sheet, Email (outlook), internet.

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

- a. 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. A 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 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)”.