



### “Recovery, Stability and socio-economic development in Libya”

Programme funded by the European Union and implemented by the Italian Cooperation

**Delegation Agreement no. T05-EUTF-NOA-LY-05-01- 01 (T05.437)**

## **PROFESSIONAL VACANCY ANNOUNCEMENT NO. 10/AICSTUNISI/2018**

### **COMPLIANCE OFFICER (Legal/Administrative/Procurement/Financial Officer)**

The Italian Agency for Development Cooperation (AICS) intends to recruit a **Compliance (Legal/ Administrative/ Procurement/ Financial) Officer** for the implementation of the Italian component of the “Recovery, Stability and socio-economic development in Libya” Programme (hereafter referred to as “the Programme”), financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS), the United Nations Development Programme (UNDP) and the United Nations Children’s Fund (UNICEF).

The contract duration will be of one year – including a three-month probation period - renewable up to the end of the Programme (36-month duration), subject to programme needs, availability of funds and satisfactory performance.

#### **PROGRAMME DESCRIPTION**

Within the framework of the European Union “Emergency Trust Fund for stability and addressing root causes of irregular migration and displaced persons in Africa” (i.e. “Trust Fund”), the Programme responds to the effects of the ongoing instability and difficult socio-economic conditions of the most vulnerable populations in Libya. It targets municipalities with high concentrations of migrants and asylum seekers, settled or in transit, areas of displacement of Libyans and places to which displaced populations are returning, as well as communities where basic and social infrastructures have been severely affected by the conflict.

Quick and tangible impacts (“peace dividends”) in the form of access to basic services are critical in strengthening the social contract between local authorities and communities, on the one hand and easing the

integration of migrants and refugees in host communities, on the other hand. The Programme aims at improving capacity to deliver basic services at the municipal level in the Education, Health, WASH and Energy sectors, through the rehabilitation of service facilities (i.e. works, equipment and supply provisions), institutional capacity building and, to a limited extent, awareness raising activities targeting communities and the general public.

**Expected start of employment: 3 December 2018**

**Duty station:** Tunis with frequent short-term missions in Libya and possible relocation to Tripoli, according to the security situation.

**Remuneration:** salary, benefits and other conditions are offered in accordance with the Italian Cooperation terms of employment and salary scale for international staff working in overseas offices. Maximum gross salary per month: 7,837 Euros based on the candidate's qualifications and experience.

**Contract:** in accordance with the principles of the Italian labour legislation in force.

**1. KEY FUNCTIONS**

Under the direct supervision of AICS Regional Representative in Tunis, in collaboration with the Team Leader (Programme Technical Coordinator), and in close consultation with relevant AICS and Embassy officials in Tunis and Tripoli, the **Compliance Officer** will be responsible for the correct implementation of budget, procurement, administrative and financial procedures for the management of the Italian Cooperation component of the Programme.

In particular, he/she will perform the following tasks:

1. Initiate and coordinate administrative and financial processes, to ensure timely and effective delivery of the expected outputs;
2. Fulfill financial reporting and accounting obligations, both external (for the EU) and internal;
3. Initiate and coordinate procurement processes in collaboration with the Team Leader. This includes preparing documentation for calls for tenders and calls for proposals in compliance with the Italian Procurement Law, AICS regulations and the Practical Guide to Contract Procedures for EU External Action (PRAG), and ensuring adequate visibility of the tender;
4. Monitor the execution and closure of contracts and grants, and coordinate the preparation of any related documentation, in order to timely identify bottlenecks and advise on possible solutions and necessary adjustments to the budget and workplan;
5. Advise on the application and interpretation of Italian and European Law, acting preventively in order to identify and address any conflicting stipulations;
6. Act as the focal contact point for all financial and administrative issues, in collaboration with the Programme Officer, and organise information sessions and trainings for consultants and grant beneficiaries, in particular INGOs partners, on administrative and financial procedures;
7. Support AICS Regional Representative during internal and external audit/evaluation missions, in collaboration with the Team Leader and in consultation with the relevant AICS and Embassy officials in Tripoli;
8. Perform other duties as required.

## 2. REQUIREMENTS

Candidates will be considered eligible for selection on the basis of the following **essential requirements (points 2.1 and 2.2)**, to be fulfilled by the deadline for applications:

### 2.1 Qualifications and skills:

- Bachelor's level university degree in Public Administration, Law, Economics, Political Science or similar field of study (level 6 European Qualification Framework EQF). Other degrees (level 6 or 5 European Qualification Framework EQF) may be accepted when matched with highly qualified professional experiences in the humanitarian and/or development sector;
- Fluency in written and spoken English (C1 Level - Common European Framework of Reference);
- Fluency in written and spoken Italian (C1 Level - Common European Framework of Reference).

### 2.2 Professional experience and competencies:

- At least 5 years of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies in a Legal / Grant / Procurement / Finance and Administrative position, of which at least 2 years in developing countries;
- Proven experience as compliance responsible officer, working on projects funded by the Italian Cooperation, international organisations and/or the European Union (e.g. EuropeAid, ECHO, Trust Funds);
- Previous experience managing grant and tender processes, and thorough knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG);
- Proven experience of strategic financial planning, management and accounting, budgetary control and monitoring (and related reporting);
- Proven experience in staff management and supervision of an administrative team;
- Excellent writing and communication skills;
- Computer literacy in Microsoft Office packages (MS Word, Excel, Outlook);
- Knowledge of relevant accounting softwares (e.g. Gecopro).

The following **preferred requirements** will also be taken into consideration:

- Postgraduate courses and/or additional training in Accounting, Finance, Law, Public or Business Administration, or related fields;
- Specialised training in International Cooperation and/or Development Studies;
- Previous experience in the management of EU funds, particularly through EU Delegation Agreements, and related reporting;
- Previous experience with administrative and financial auditing;
- Previous experience working with the Italian Cooperation (MAECI DGCS / AICS);
- Previous experience working with international organizations, the EU, and governmental and non-governmental aid bodies (i) in fragile states and emergency contexts, (ii) in the Middle East and North Africa region, (iii) in Libya;
- Experience building and maintaining relationships with stakeholders, donors, international/national counterparts;
- Knowledge of Arabic.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Professional experiences indicated in the curriculum vitae are accounted for only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research or studies must be provided in the application. Upon request, candidates must be able to provide supporting documentation clearly indicating the duration and nature of these experiences.

### 3. HOW TO APPLY

The submission of the application duly signed should indicate the number of the vacancy announcement. The application should be written in English and include:

1. Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445), indicating:
  - a. Name, last name, date and place of birth;
  - b. Country and city of residence;
  - c. Citizenship;
  - d. Only for Italian citizens, the name of the municipality where the applicant is registered to vote;
  - e. Full enjoyment of political and civil rights;
  - f. Absence of convictions for any criminal offence and absence of any pending criminal charge;
  - g. Not being subject to legal actions concerning the application of preventive measures, administrative and civil law measures recorded in the applicant criminal record;
  - h. Not being subject to ongoing legal proceedings for crimes against Public Administration;
  - i. Not having been dismissed for fault by a Public Administration office;
  - j. Not having any professional activity incompatible in terms of capacity and timing with this assignment;
  - k. Not being in a situation of conflict of interest and a commitment by the applicant to inform AICS of any change in this situation;
  - l. Degrees obtained with date of award and name of academic Institution;
  - m. Being medically fit for employment.

Any false declaration will incur on penal sanctions according to article 76 of Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented, facing immediate termination of employment and loss of any wrongfully obtained benefit.

The application should also include:

2. Curriculum vitae in English (Europass format);
3. Motivation letter in English;
4. Copy of valid passport.

The applicants should also provide a telephone number and an email address for communications and must notify AICS of any change occurred after the submission of the application.

The applications, duly dated and signed and in pdf. format, should be submitted to the following email address: [tunisi@pec.aics.gov.it](mailto:tunisi@pec.aics.gov.it) by **29 October 2018** at 24.00 midnight (Central European time). The subject of the email must contain the vacancy announcement number.

Please note that only complete applications received within the deadline will be accepted and considered.

We encourage applicants to submit the application well before the deadline date, since heavy internet traffic or connection problems could lead to difficulties in submission. AICS cannot be held responsible for any delay due to such difficulties.

#### **4. EXCLUSION FROM SELECTION PROCEDURES**

Applications containing the following defects will not be considered:

- a) Applications lacking any of the essential eligibility requirements;
- b) Applications lacking any of the required documents;
- c) Application documents not signed;
- d) Application received after the deadline stated in this announcement.

#### **5. EVALUATION OF APPLICATIONS**

The selection will be conducted by a Recruitment Panel, which will first screen applications to assess whether candidates meet the minimum eligibility requirements. A longlist of applications will then be evaluated according to the following criteria:

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

Assessment of education, professional experience and competences, and possession of preferred requirements as indicated in the documentation submitted by the candidate.

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

##### **Interview (Max 30 points)**

The interview will be carried out through audio/video connection (e.g. Skype).

A written test may also be requested.

##### **Final scoring**

Candidates scoring at least 70 points at the end of the process will be included in the final list of retained candidates, valid for the duration of the Programme.

Younger candidates will be preferred in case of equal final score.

#### **6. RESULTS OF THE SELECTION**

Only short-listed candidates will be informed of the results of the selection process.

The incumbent is responsible to abide by AICS security policies, administrative instructions, plans and procedures.

## **7. PROTECTION OF PRIVACY**

By submitting their applications, the candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian D. Lgs. 196/2003).

## **8. SUSPENSION AND PROTECTION CLAUSES**

AICS has the right to cancel or delay the recruitment process at any stage and at its own discretion.