



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

Programme funded by the European Union, component implemented by the Italian Agency for Development Cooperation (AICS)

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

PROFESSIONAL VACANCY ANNOUNCEMENT NO. 09/AICSTUNISI/2018

TEAM LEADER (Programme Technical Coordinator)

The Italian Agency for Development Cooperation (AICS) intends to recruit a **Team Leader (Programme Technical Coordinator)** 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 to 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: 8,815 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, and in close consultation with relevant AICS and Embassy officials in Tunis and Tripoli, the **Team Leader** will be responsible for the technical implementation of the Italian Cooperation component of the Programme and, in particular, will perform the following tasks:

- Support AICS Regional Representative in the overall management of the programme and coordination with the EU Delegation, all relevant partners and stakeholders at policy level;
- Prepare, monitor and regularly update the logframe and work plan, and technically coordinate its implementation, in close cooperation with the Programme Officer, to ensure timely delivery of planned outputs and results;
- Provide technical coordination of the Programme Management Unit (PMU), and mobilise and supervise experts for long- and short- term assignments (including preparation of ToRs, performance appraisals, and clearance of end-of-assignment reports);
- Prepare terms of reference for all procurement processes, with particular regard to Calls for Proposals for INGOs to be selected as implementing partners, in collaboration with the Programme Officer and in consultation with the Compliance (Legal/Administrative/Procurement/Finance) Officer;
- Initiate operational actions and monitor technical implementation of contracts and outsourced services in close collaboration with the Programme Officer, with particular regard to grants awarded to INGOs, in order to timely identify bottlenecks and advise on possible solutions and necessary adjustments to the logframe, workplan and budget;
- Fulfill technical reporting obligations and requirements, both external (for the EU Delegation/ Headquarters) and internal;
- Liaise and coordinate with the EU Delegations/Headquarters, UNDP and UNICEF partners, Programme Governing Bodies, as well as with concerned stakeholders at central and local level (e.g. Ministries and municipal authorities) to ensure harmonization and smooth implementation of the programme;
- Provide technical advice to AICS Regional Representative, in collaboration with the Compliance Officer and in consultation with the relevant AICS and Embassy officials in Tunis and Tripoli for: (i) the correct implementation of financial and procurement processes; (ii) budget monitoring and possible revisions; (iii) internal and external audit/evaluation missions;

- Coordinate the implementation of the Communication and Visibility Plan, in consultation with the relevant AICS and Embassy officials in Tunis and Tripoli, and in collaboration with the Communication and Visibility Officer;
- 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:

- Master's level university degree in International Relations, Political and Social Sciences, International Development or related fields (level 7 European Qualification Framework EQF). Other degrees (level 7 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 (C2 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 10 years of post-graduate working experience with international organizations and/or governmental aid agencies on project/programme design, implementation and management, strategic management, partnership building, stakeholder coordination and resource mobilization responsibilities, of which at least 8 years in developing countries;
- At least 5 years working in fragile states and emergency contexts, preferably with international organizations, the EU, and governmental aid agencies;
- At least 5 years of professional experience in managing complex programmes/projects, and leading and motivating multicultural and multi-skilled teams;
- Proven experience with European Union's project and funds management procedures (e.g. EuropeAid, ECHO, Trust Funds);
- Solid experience with inter-institutional relations and stakeholder coordination platforms;
- Excellent writing and communication skills;
- Computer literacy in Microsoft Office packages (MS Word, Excel, Outlook);
- Being immediately available for appointment.

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

- Postgraduate diplomas (Level 8 EQF) and/or additional training in International Cooperation and Development Studies or a related field;
- Previous experience working in Libya or the Middle East and North Africa region with national and local government bodies as well as other international/national counterparts and donors (especially the EU);
- Previous experience managing a multi-year EU-funded project;
- Previous experience working with the Italian Cooperation (MAECI DGCS / AICS);
- Previous experience managing grant and tender processes, and knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG);
- 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 those 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 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, including 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), or at the premises of AICS Tunis. No reimbursement will be granted to those travelling to Tunis for the interview.

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.