



**“Resilience & Social Cohesion Programme (RSCP) - Strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Iraq (Kurdistan)”**

funded by the European Union and implemented by the Italian Agency for Development Cooperation (AICS) and the French Development Agency (AFD)

**Delegation Agreement no. TF-MADAD/2017/T04.40**

**PROFESSIONAL VACANCY ANNOUNCEMENT NO. 02/AICSBEIRUT/2019**

**FINANCE AND ADMINISTRATIVE MANAGER - LEBANON**

The Italian Agency for Development Cooperation (AICS) – Beirut Office intends to recruit a **Finance and Administrative Manager - Lebanon** for the implementation of the Italian component of the “Resilience & Social Cohesion Programme (RSCP) - Strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Iraq (Kurdistan)” (hereafter referred to as “the Programme”), financed by the European Union “Madad” Trust Fund.

The contract duration will be of one year – including a three months’ probation period - renewable for a period not exceeding the end of the Programme (30/06/2021), subject to programme’s needs, availability of funds and satisfactory performance.

**PROGRAMME DESCRIPTION**

The Programme will be implemented in Lebanon, Jordan and Iraq (Kurdistan) targeting municipalities with highest concentration of Syrian Refugees. Most of the Syrian refugees are living in communities that suffered historically from high rates of extreme poverty, reflected in household income close to the lower poverty line, high rates of unemployment and illiteracy and very limited access to basic services such as water, sanitation, health and education. While the three neighboring Countries are increasingly strained as a whole by the influx of Syrian refugees, it is these communities which have suffered most from the effects of the crisis. The action seeks to develop the coverage and quality of basic social services delivery provided to the most vulnerable host communities affected by the influx of Syrian refugees, as well as to the Syrian refugees, while empowering local communities socially and economically and decreasing inter and intra-community tensions. Moreover, in line with national priorities (crisis response plans), it aims at building the capacities of national institutions, both at central and local levels, and at strengthening the role of the civil society (NGOs and CSOs), providing effective instruments to enable the development of medium-long term sustainable delivery solutions.

**Expected start of employment:** at the end of the selection process.

**Duty station:** Beirut with expected duty travel in the areas of intervention.

**Remuneration:** salary, benefits and other conditions are offered in accordance with the Italian Cooperation terms of employment and salary scale for expatriates working in overseas offices and national staff. Maximum gross annual salary: 90.000,00 Euros.

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

## 1. KEY FUNCTIONS

Under the direct supervision of the Head of AICS in Beirut, in collaboration with the Team Leader – Lebanon (Project Manager), the **Finance and Administrative Manager - Lebanon** 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 Lebanon.

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

- Initiate and coordinate administrative and financial processes, to ensure timely and effective delivery of the expected outputs;
- Fulfill financial reporting and accounting obligations, both external (for the EU) and internal;
- 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), as well as ensuring adequate visibility of the tender;
- 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;
- Advise on the application and interpretation of Italian and European Law, acting preventively in order to identify and address any conflicting stipulations;
- Act as the focal contact point for all financial and administrative issues and, if needed, organise information sessions and trainings for consultants and grant beneficiaries on administrative and financial procedures;
- Support the Head of AICS Beirut during internal and external audit/evaluation missions, in collaboration with the Team Leader - Lebanon
- 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:

### Qualifications:

- Bachelor's level university degree in Public Administration, Law, Economics, Political Science or similar field of study (level 6 European Qualification Framework EQF). The candidates can avail themselves of

the equivalences for the admission to public competition, published on the web-site of the Ministry of the Education, University and Research [www.miur.it](http://www.miur.it)

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).

**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 and/or Middle East countries;
- Proven experience of strategic financial planning, management and accounting, budgetary control and monitoring (and related reporting);
- Working experience and proven knowledge of the Italian Development Cooperation and/or European Union's procedures (e.g. EuropeAid, ECHO) related to the management of development and/or humanitarian aid funded projects;
- Excellent knowledge of rules and regulations, award criteria and procedures on public procurement applied by the Italian Cooperation (DGCS/AICS) and/or the European Union (PRAG);
- Good experience in data collection, analysis and report writing;
- Proficient in using computers including Microsoft programs, spread sheet, e-mail (outlook) and internet;
- Being immediately available for appointment.

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

- Postgraduate courses and/or additional training in Accounting, Finance, Public or Business Administration, or related field;
- Specialised training in International Cooperation and/or Development Studies;
- Experience in management of EU funds and related reporting. Experience in EU Delegation Agreements would be an asset;
- Previous experience within the Italian Cooperation (DGCS, AICS);
- Previous experience in the Middle East in general and in Lebanon in particular, working with national and local Government bodies as well as other international/national counterparts and donors, especially the EU;
- Experience in working in fragile states and emergency contexts, preferably in a European institution, Governmental Agency or Body or in similar international organisations;
- Working experience in the preparation and revision of tender documents and calls for proposal;
- Knowledge of relevant accounting software (Ge.co.pro. is an asset);
- Experience building and maintaining relationships with stakeholders, donors, international/national counterparts;
- Knowledge of Arabic.

Candidates should assess and check before submitting their application whether they fulfil all the requirements as specified in the vacancy notice, particularly in terms of qualifications and relevant professional experience. Professional experience indicated in the curriculum vitae are counted only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and whether full time or part time work should be indicated in the curriculum vitae. Details of any professional experience,

training, research or studies must be given on the application form. Candidates must be able to provide photocopies of supporting documents clearly showing duration and nature of experience upon request.

### **3. HOW TO APPLY**

The submission of the application duly signed should indicate the number of the vacancy announcement. The application shall 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 shall 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 any change occurred after the submission of the application for this vacancy.

The applications, duly dated and signed, should be submitted in pdf format to the following email address: [crisisiria@pec.aics.gov.it](mailto:crisisiria@pec.aics.gov.it) by 7 February 2019 at 12.00 noon (Beirut 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 45 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' Office in Beirut. No reimbursement will be granted to those travelling to Beirut 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 endorsed candidates valid for a period of 12 months.

Youngest candidates will be preferred in case of a final equal score.

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

The 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. PROTECTION CLAUSE**

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