



“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. 03/AICSBEIRUT/2019

LIAISON OFFICER/PROJECT ENGINEER - LEBANON

The Italian Agency for Development Cooperation (AICS) – Beirut Office intends to recruit a **“Liaison Officer/Project Engineer”** 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 12 months – including a three months’ probation period - renewable up to 24 months and in any case not beyond the end of the Programme (30/06/2021), subject to programme’s needs, availability of funds and satisfactory performance.

PROGRAMME DESCRIPTION

The Programme is implemented in Lebanon, Jordan and KRI targeting municipalities with highest concentration of Syrian Refugees (and IDPs in KRI). 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. The Programme includes the rehabilitation of public infrastructure and services at municipal level.

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

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

Remuneration: based on the national staff salary scale, according to the experience and professional background of the candidate. Maximum monthly gross salary: 2.500,00 Euros.

1. KEY FUNCTIONS

The **Liaison Officer/Project Engineer** will be responsible for assisting the project development process, participating in assessment, development of BoQs and preparation of bid documents as well as supervising the overall management of the works implementation in the field, monitoring that the constructions works are completed on time, within budget and up to quality standards. He/she will facilitate communication between the Programme Management Unit (PMU) based in Beirut (Lebanon) and the local public authorities and communities, acting as the focal point of the Programme in the field. He/she will report and be accountable to the Team Leader - Lebanon (Project Manager) and will work under the supervision of the Head of AICS in Beirut.

The Liaison Officer/Project Engineer will have the following responsibilities:

- Participate in project technical committees or team meetings in order to ensure timely implementation with a focus on procurement/infrastructure related activities.
- Assist in the preparation and publication of calls for tender and calls for proposals.
- Participate in the evaluation of the project proposals submitted by the municipalities/local authorities, with a focus on the infrastructural works proposed by the applicants.
- Assist in the development and drafting of bidding documents, bills of quantities and scope of work of the planned work constructions, professional services, and equipment procurements, in accordance with the Italian Cooperation and the EU's requirements.
- Take part into the tender evaluation committee works, including drafting the tender selection/evaluation forms, announcing tender results, and preparing the procurement provisions that will be included in the contracts, in close collaboration with the Finance and Administrative Manager and the Municipalities' technical experts.
- Organize and maintain a data base of suppliers and bid information, including their contacts, areas of expertise, relevance to project components.
- Ensure the regular supervision of the infrastructural work progress in the field that shall be in compliance with the procurement provisions, reporting on any observed discrepancies during the site visits and the meetings. He/she could be required to sign the certificates of Practical Completion for works, service and supplies contracts.
- Take part into the selection of the beneficiaries of the Rapid Employment Schemes and review periodically the lists of participants in compliance with the criteria established by the project.
- Support the Programme Management Unit (PMU) in the communication with the local authorities and communities, interpreting and translating from Arabic to English and viceversa when needed.
- Represent the office, when needed, in key meetings with government officials and partner organisations, international donors and funding agencies, regional bodies and commissions, international professional bodies and societies in relation with procurement/infrastructure related initiatives.

- Coordinate with the Finance and Administrative Manager for the preparation of Project Management Reports, as a part of the EU financial reporting requirements.
- Prepare monthly progress reports of activities.
- Undertake other duties and assist with other project management responsibilities as required by the Team Leader and the Head of AICS in Beirut.

2. REQUIREMENTS

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

Qualifications:

- A degree in Civil Engineering or related field is required. A Technical/Professional Diploma in combination with 5 additional years' relevant work experience may be accepted in lieu of the degree.
- Fluency in English and Arabic is required, both spoken and written. Italian desirable.

Professional experience and competencies:

- Minimum 3 years' work experience in engineering design and project management with monitoring/supervisory responsibility – preferably within the infrastructure and civil works field, involving international organizations and/or governmental and/or non-governmental bodies.
- Relevant knowledge in international and local standards related to structural and civil engineering architecture are required.
- Working knowledge of European/International procurement laws and purchasing procedures would be an asset.
- Good communication skills, both written and verbal, including the ability to draft accurate reports and to deal with public authorities, administrators, purchasing professionals and company representatives.
- Advanced use of a personal computer and word processing software, including rapid data entry keyboarding functions, databases, spreadsheets, email and able to easily navigate the Internet.
- Additional qualities: ability to multitask, handle pressure well, improvise; flexibility, cultural and environmental sensitivity, team work skills.

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.

Our hiring is limited to Lebanese nationals.

3. EVALUATION OF APPLICATIONS

The selection will be conducted by an Evaluation Commission nominated by the Head of AICS in Beirut according to the following criteria:

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

Verification of the possession of the mandatory and preferred requirements according to the documentation submitted by the candidate, with particular reference to the academic titles obtained and the professional experience gained.

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 the AICS office in Beirut. No reimbursement will be granted to those travelling to Beirut for the interview.

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 n. 12 months.

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

4. HOW TO APPLY

Interested candidates shall send their application (CV Europass format <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions> and motivation letter, both in English language), quoting the vacancy number (03/AICSBEIRUT/2019) to crisisiria@pec.aics.gov.it within 7 February 2019, at 12.00 noon (Beirut time).

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.

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

Eligible candidates, based on CV screening, will be contacted for the interview that will be carried out in English.

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

5. 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).

6. PROTECTION CLAUSE

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