

**FIXED-TERM CONTRACT VACANCY ANNOUNCEMENT**  
**ITALIAN AGENCY FOR DEVELOPMENT COOPERATION**  
**TIRANA OFFICE**

**Vacancy Code:** NO. 1/AICSTIRANA/2021

**Profile:** Team Leader/Programme Manager

**Programme:** EU for Economic Development - Tourism-led, local, economic development, with a focus on Cultural Heritage, financed by the European Union and executed by the Italian Agency for Development Cooperation (AICS)

**Applicable regulations:**

Law. of 11 August 2014 n.125, entitled "*Disciplina generale sulla cooperazione internazionale per lo sviluppo*".

The Decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015 n. 113 "Regolamento recante "Statuto dell'Agenzia italiana per la Cooperazione allo Sviluppo" ed in particolare in capo terzo, articolo 11, comma 1, lettera c).

Resolution of the Joint Committee of 19 November 2019 n. 101 "*Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale di cui all'articolo 11 comma 1 lettera c) dello Statuto AICS*".

**The AICS Tirana Regional Office**

intends to recruit a Team Leader/Programme Manager of the Programme Management Unit responsible for the implementation of the Programme.

**Profile:** Team Leader/Programme Manager

**Duty station:** Tirana with short-term missions to the Byllis Archaeological Park (Southern Albania) and Italy.

**Typology of contract:** Fixed-term contract based on Albanian law

**Contract and Remuneration:** salary, benefits and other conditions are offered in accordance with AICS rules and regulations, in particular: "*Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale*" as provided for by the Delibera CC n. 101, November 19th, 2019. The corporate gross annual salary for the position is 126.124 Euro/year, and, anyhow, within the limit of the forecast of the financial resources approved in the Programme.

**Duration:** 12 (twelve months) – including a two-month probation period – with possible extension.

**Expected start date of employment:** March 2021 and/or within one month of the publication of the ranking list.

## PROGRAMME DESCRIPTION

**Type of project:** Contribution Agreement - Instrument of Pre-Accession (IPA) 2018

**Sector:** Competitiveness and Innovation.

**Action 5:** EU for economic development – Tourism local economic development with a focus on cultural heritage.

**Contracting Authority:** Delegation of the European Union to Albania.

**Beneficiary:** Ministry of Culture of the Republic of Albania.

**Implementing Entity:** Agenzia Italiana per la Cooperazione allo Sviluppo (AICS) – AICS Tirana office.

**Stakeholders:** Ministry of Culture and dependant institutions (National Institute of Cultural Heritage, National Council of Material Cultural Heritage and the National Council of Management of Cultural Heritage Assets), Institute of Archaeology, Municipality of Mallakaster.

**Specific objective:** In line with the EU IPA 2018 Action Document, the specific objective of the project is “to enhance and preserve the usability and attractiveness of cultural heritage assets in the Byllis archeological park.”

### Expected results (ER)

ER 1: Preserved and restored Byllis cultural heritage;

ER 2: Improved accessibility and enhanced sustainability of Byllis cultural heritage, natural and other local assets with the participation and inclusion of local communities;

ER 3: Boosted local economic development through the adoption of the EU Community-Led Local Development (CLLD) approach, improved skills and capacities and an enhanced cooperation between local communities and park administration.

The proposed methodological approach, called “**Open Construction Site**” (**Scuola Cantiere**), is meant to manage the study, conservation and restoration activities not as merely technical phases, but as capacity-building and income-generating activities in the tourism sector for local communities, and as innovative IT solutions and communication/promotion tools - thus creating a full value chain.

## TERMS OF REFERENCE

### 1. KEY FUNCTIONS

The Team Leader/Programme manager provides support to the AICS Regional Representative with regards to the implementation of the Action, and reports to him/her. He/she shall be responsible for the technical management of the activities provided for in Annex I "Description of the Action" of the Contribution Agreement. He/she coordinates, from a technical point of view, the Programme Management Unit (PMU) in order to carry out the required activities and achieve the expected results.

In particular, the Team Leader will:

1. Support the AICS Regional Representative in the programme strategic management and in coordinating with the EU Delegation and AICS Rome and Albanian counterparts, and international partners and stakeholders at policy level;
2. Provide direction for strategic planning and budgeting, programming, evaluation and administration as well as leading and overseeing the work of the Program Management Unit (PMU) by ensuring strategic guidance for the implementation of all the components of the program;
3. Support the analysis of the political, social and economic situation and provide expert assistance/advice to pro-actively respond timely and effectively to the situations encountered;
4. Managing/supervising/coaching team 's performance in the obtainment of the objectives set by the program;
5. Work in close collaboration with the relevant stakeholders involved in the program and develop in consultation with them sound approaches to support the effective and efficient delivery of the outcomes of the program;
6. Supervise and follow up the overall implementation of the technical and research related activities of the program;
7. Collaborate in drafting the TOR and scope of work of the relevant external experts and consultants upon request;
8. Collaborate in the recruitment and selection process of the relevant external experts and consultants;
9. Coordinate and liaise with the relevant external experts and consultants to ensure quality and timely reports and follow their work;
10. Establish working relationship with all relevant stakeholders promoting awareness and fostering dialogue;
11. Ensure continuous coordination with national and international actors in order to scale up best practices and models developed by other partners;
12. Participate in various monitoring meetings, as well as monitor the activities/results of the project by developing and applying result-based management approaches;
13. Oversee the implementation of the project paying particular attention to the timely implementation of planned activities and most efficient use of project funds;
14. Support management of information and communication as well as maintaining contacts with the donor on regular basis;
15. Ensure the coherence between the program activities and the cooperation policies in the sector;
16. Support the preparation of the documents needed for the SC meetings;
17. Participate in the Steering Committee meetings;
18. Ensure that the program works in synergy and complementarity with other on-going projects/programs in Albania in order to avoid overlapping and waste of resources.
19. Perform other relevant activities in the cultural heritage sector, as required;
20. Perform other relevant activities requested by the AICS Regional Representative and agreed by the Parties.

**Prohibition to engage in other activities:** The selected candidate must not have carried out, during the last three years, any business activity in the country of service, or be in a situation of conflict, even potential, of interests that undermine the impartial exercise of the functions, as provided for in Article 53 of Legislative Decree no. 165 of 2001, referred to in Law No. 190 of 2012 and by the Code of Ethics and Conduct of AICS referred to in point 7 below. The Administration reserves the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected candidate.

## **2. REQUIREMENTS**

### **2.1 Essential Requirements:**

Candidates will be considered eligible for selection on the basis of the following essential requirements, to be fulfilled by the deadline for applications:

2.1.1 Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (65 years), or by Italian regulations (ref. Law 398/87) for candidates subject to the Italian social security system (67 years);

2.1.2 Medically fit for employment;

2.1.3 Master's level university degree in Economic Sciences, International Relations, Political and Social Sciences, International Development or related fields (level 7 European Qualification Framework EQF). Other degrees of the same level may be taken into consideration if accompanied by at least 10 years of sector-specific working experience. Although not a public competition, candidates may make use of the equipollence for admission to public competitions, published on the website the Ministry of Education, University and Research [www.miur.it](http://www.miur.it);

2.1.4 At least 10 years of post-graduate working experience with Development Cooperation entities (international organizations, governmental aid agencies, decentralized development cooperation, non-for-profit organizations) on project/programme management and supervision in economic and social local development, strategic management, partnership building, stakeholder coordination and resource mobilization responsibilities.

2.1.5 At least 5 years working with international organizations, the EU, and governmental aid agencies in Official Development Aid (ODA) countries;

2.1.6 Proficient English user (C1 Level - Common European Framework of Reference);

2.1.7 Proficient in written and spoken Italian (C2 Level - Common European Framework of Reference);

2.1.8 Proficiency in the use of Microsoft Office applications.

2.1.9 Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Tirana.

### **2.2 Preferred requirements:**

The following will constitute the preferred qualification for the position:

2.2.1 Post-graduate diplomas (University Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in point 2.1.3 above;

2.2.2 Basic Albanian language user (A2 Level - Common European Framework of Reference);

2.2.3 Previous working experience in the Western Balkans;

2.2.4 Previous working experience at the Directorate General for Development Cooperation and/or the Agency Italian for Development Cooperation;

2.2.5 Previous experience in managing and coordinating EU-funded and/or AICS-funded projects, grant and tender processes.

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 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 applications should include:

1. Signed Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445) – as per the attached template, declaring:
  - a. Age not exceeding (at the time of signing the contract) that required for retirement by local and Italian regulations (ref. Law 398/87) for candidates subject to the Italian social security system (67 years);
  - b. Citizenship;
  - c. Being medically fit for employment;
  - d. Full enjoyment of political and civil rights;
  - e. Absence of convictions for any criminal offence and absence of any pending criminal charge both in Italy and abroad;
  - f. Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
  - g. Not to be subject to compulsory military service;
  - h. Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Tunis;
  - i. To have acquired the academic qualification required by the selection notice;
  - j. To have acquired the professional experience required by the selection notice;
  - k. To have a written and spoken knowledge of English language, at least level C1 of the Common European Framework of Reference for Languages;
  - l. To have a written and spoken knowledge of Italian language, at least level C2 of the Common European Framework of Reference for Languages;
  - m. To have knowledge and consistent effective use of the main Microsoft Office applications.

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 applications should also include:

2. Signed Curriculum vitae in English (Europass format) specifying the exact month and year of start and end of each experience, as well as indicating the total months for each experience.
3. Copy of valid ID document.
4. Motivation Letter

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: [tirana@pec.aics.gov.it](mailto:tirana@pec.aics.gov.it), cc [segreteria.tirana@aics.gov.it](mailto:segreteria.tirana@aics.gov.it) by **28.02.2021 at 12.00 mid-day (Central European time)**. The subject of the email must contain the vacancy announcement number 01/AICSTIRANA/2021.

Please note that only complete applications (including documents 1, 2, 3, and 4) 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**

The following will determine exclusion from the selection procedure:

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

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

Once the terms of validity of the notice have elapsed, the Head of AICS Office appoints a Selection Committee composed of three members, who meet the requirements for autonomy and impartiality with respect to the candidates. The Selection Committee assesses the admissibility of the applications regarding the presence of the essential requirements and the absence of causes for exclusion. The exclusion is communicated to the candidates concerned. Subsequently, the Selection Committee assesses the merits of the applications by assigning a maximum overall score of 100 points according to the following criteria:

##### **5.1 QUALIFICATIONS, LANGUAGE SKILLS AND PROFESSIONAL EXPERIENCES (Max 70 points)**

Assessment of education, competences and professional experience, and possession of preferred requirements as indicated in the documentation submitted by the candidate, will be carried out according to the below parameters.

*Education - up to 10 points:*

- 5 points for a Master degree of the duration of at least 2 years (EQF – Level 7), in addition to the minimum requirements – ref. 2.2.1;
- 10 points for a PhD degree (EQF – Level 8) in addition to the minimum requirements – ref. 2.2.1

*Language skills - up to 10 points:*

- 5 points for A2 level of Albanian – ref.2.2.2;
- 10 points for at least B1 level of Albanian - ref.2.2.2;

*Assessment of professional experiences*

*Previous working experience in the Western Balkans – up to 10 points:*

- 5 points for up to 5 years of previous working experience in the Western Balkans - Ref 2.2.3;
- 10 points for more than 5 years of previous working experience in the Western Balkans - Ref 2.2.3

*Previous working experience at the Directorate General for Development Cooperation and/or the Agency Italian for Development Cooperation – up to 20 points:*

- 10 points for up to 5 years of previous working experience at the Directorate General for Development Cooperation and /or the Agency Italian for Development Cooperation – ref 2.2.4;
- 20 points for more than 5 years of previous working experience at the Directorate General for Development Cooperation and/or the Agency Italian for Development Cooperation – ref 2.2.4;

*Previous experience managing EU-funded and/or AICS-funded projects, grant and tender processes – up to 20 points:*

- 10 points for managing up to 2 EU-funded and/or AICS-funded projects, grant and tender processes – ref 2.2.5;
- 20 points for managing more than 2 EU-funded and AICS-funded projects, grant and tender processes – ref 2.2.5.

## **5.2 INTERVIEW (Max 30 points)**

Only candidates scoring minimum 40 points under Section 5.1, will be included in the shortlist and invited for an interview.

The interview takes place via video conference (e.g. Skype).

The interview shall be held in the languages indicated in the call for applications and shall assess the applicant's knowledge and experience, his or her ability to carry out the task in question, the language skills required and any other skills deemed necessary to assess the candidate's profile in relation to the post to be filled. The interview notice is sent by e-mail to the address indicated by the candidate at the time of

application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.

### **Final scoring**

Candidates scoring at least 60 points at the end of the process will be included in the final list of retained candidates, valid for the duration of the Programme.

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

Only the retained candidates will be informed via PEC (Posta Elettronica Certificata) of the results of the selection process.

The candidate with the highest score in the ranking list is offered the position via PEC. The ranking list remains valid for one year and can be extended for another year for motivated needs related to the implementation of the initiative. In case of a decline by the selected candidate or an early termination of the contract, the office reserves the right to appoint another candidate from the ranking list - if the necessary financial resources are available.

In the event of equal scoring, the youngest candidate will be preferred.

The ranking list is published on AICS and AICS Tirana Office websites.

Due to essential service reasons, the candidate with the highest score in the ranking list must be able to take up service in Tirana not later than 1 month from the publication of the ranking on AICS websites. In case the availability is not granted, the office reserves the right to appoint another candidate from the ranking list.

## **7. PROTECTION OF PRIVACY**

The submission of applications by a candidate implies consent to the processing of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and to their use for the purpose of the selection process

The head of AICS Tirana regional office is responsible in relation to personal data handling.

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

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

