

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

Vacancy Code: NO. 5/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, *“Disciplina generale sulla cooperazione internazionale per lo sviluppo”*.

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).*

Delibera 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”*.

Determina of the Director of the Italian Agency for Development Cooperation n. 28 of 05.02.2021

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 to Italy.

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

Remuneration: The gross annual salary (RAL – Retribuzione Annua Lorda) for the position is 126.124 Euro/year (10.510,33 Euro/month).

Duration: 12 (twelve months) – including a 2-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: EU for economic development – Tourism local economic development with a focus on cultural heritage (2020/420-271).

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 Contribution Agreement 2020/420-271. 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 so as to respond pro-actively, timely and effectively to the situations encountered;
4. Managing/supervising/coaching the team's performance in the obtainment of the objectives set by the program;
5. Work in close collaboration with all 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 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 the management of information and communication as well as maintain contacts with the donor on regular basis; coordinate and ensure the production of narrative and financial reports, according to the requirements and the timeline set by the Contribution Agreement as well as by AICS internal procedures;
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 entrepreneurial, for-profit 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. ADMISSION REQUIREMENTS

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

- a) 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);
- b) Medically fit for employment;
- c) 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 6 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;
- d) Proficient English user (C1 Level - Common European Framework of Reference) and Proficient in written and spoken Italian (C2 Level - Common European Framework of Reference);
- e) Proficiency in the use of Microsoft Office applications.

The above-mentioned requirements should be possessed throughout all the duration of the contract.

2.1 Additional Admission Requirements

According to Annex 1 (Team Leader – High) of the *Determina del Direttore dell'Agenzia Italiana per la Cooperazione allo Sviluppo* n. 28 del 5.2.2021 the candidate should possess the following special requirement, in line with the sector and object of the Programme:

- a) At least **10 years** of post-graduate working experience with Development Cooperation entities (e.g 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.

2.2 Preferential requirements

The following will constitute the preferential requirements 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 Professional competences 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

3.1 In the application, candidates must declare under their own responsibility, in the form of a self-certification declaration pursuant to art. 46 and 47 of the D.P.R. 28.12.2000 n. 445:

a) surname, name, date and place of birth;

b) residence;

c) citizenship;

d) the enjoyment of civil and political rights;

e) not having received criminal convictions, not being the recipient of preventive measures and not being subjected to criminal or accounting proceedings both in Italy and abroad;

f) not having incurred in the removal, dispensation, forfeiture or dismissal from employment in a public administration, both in Italy and abroad;

Should any check carried out by AICS reveal the untruthfulness of the content of the statements made, the interested party will incur the criminal sanctions referred to in Article 76 of the Presidential Decree n. 445/00 and subsequent amendments, immediately forfeiting the use and any other benefit possibly obtained on the basis of the false declaration.

3.2 The application must be accompanied by:

a) Letter of motivation

b) Copy of a valid identity document;

c) Curriculum vitae in **Europass format**, dated and signed, including the authorization to process personal data, such as: *"I hereby provide my unambiguous consent to the use of my personal data for the purpose of this selection process (D. Lgs. n. 196/2003)"*.

d) Self-certification declaration, dated and signed, as per point 3.1.

The candidate must also indicate the address, telephone number, e-mail address to which all necessary communication must be sent. In the absence of such information, the address of residence will be used. The candidate is obliged to communicate any changes made after submitting the application.

Applications for participation in the selection, duly dated and signed, and the relative attachments referred to in point 3.2 must be received, under penalty of exclusion, in non-modifiable format (PDF), no later than **March 19th, 2021**, to the following e-mail address tirana@aics.gov.it

The email must have as its subject the code **05/AICSTIRANA/2021**.

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 admission 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 Representative of AICS Tirana assesses the admissibility of the application requests, assesses if the applications meet the admission requirements and assesses the absence of grounds for exclusion. The exclusion is communicated to the candidates concerned.

Subsequently, a Commission composed of three members and appointed in accordance with art. 2 of the *Delibera* approved with the Joint Committee Resolution no. 101/2019, evaluates the applications on merit, assigning a maximum overall score of 100 points according to the methods specified below:

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

Qualifications - 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 – up to 40 points

Previous working experience in the Western Balkans – up to 20 points:

- 10 points for up to 5 years of previous working experience in the Western Balkans - Ref 2.2.3;
- 20 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;

Other qualifications or professional competences – up to 10 points

Professional competences in managing EU-funded and/or AICS-funded projects, grant and tender processes – up to 10 points:

- 5 points for managing up to 2 EU-funded and/or AICS-funded projects, grant and tender processes – ref 2.2.5;
- 10 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)

Candidates with a qualification score of at least 40 are called for an interview, following which a maximum score of 30 points is awarded. The interview takes place at the AICS Tirana premises or via audio-video connection, in case candidates cannot go to the interview location. The interview takes place in the language indicated in the announcement (even more than one if required) and it is aimed at assessing the candidate's knowledge and experience, the ability to carry out the task in question, the language skills required and anything else considered necessary to evaluate the candidate's profile with respect to the position to be filled. The invitation to the interview is sent by e-mail to the address stated by the candidate at the time of the application. Candidates are not entitled to reimbursement of any expenses incurred to sit the interview.

Following the interview process, a list of candidates is elaborated, including only candidates with an overall score of not less than 60% of the maximum attributable points (60 points).

6. RESULTS OF THE SELECTION

The candidate with the highest score in the ranking is declared the winner; he/she is informed by e-mail or through appropriate means. The ranking list remains valid for one year and it can be extended for another year for justified needs related to the Programme. In case of renunciation of the highest ranking candidate, or early termination of the contract, the Office can utilize the ranking list, if the necessary financial resources are available.

In case of equal scores, the younger candidate will be preferred.

The ranking list is published on the AICS Roma and AICS Tirana website.

In the employment contract stipulated between AICS Tirana and the employee - selected through the selection procedure - it is possible for the parties to withdraw from the contract in the presence of a just cause, or a fact of such gravity that does not allow the continuation, not even provisional, of the employment relationship.

In any case, the employee is allowed to exercise the withdrawal from the employment relationship with 6 months' notice.

The employment contract must provide for the commitment of the employee to sign the Code of Ethics and Behavior of the staff hired by the Italian Agency for Development Cooperation pursuant to art. 11, paragraph 1, let. c) of the Ministerial Decree of 22 July 2015, n. 113.

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 the announcement for motivated reasons ascribed to its own organizational or financial exigencies.

9. TRANSPARENCY

This announcement is published on the AICS Rome and AICS Tirana website.

03 MAR. 2021

