

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

Vacancy Code: NO. 7/AICSTIRANA/2021

Profile: Procurement and Administrative Officer

Programme: EU for Economic Development - Tourism-led, local, economic development, with a focus on Cultural Heritage (2020/420-271), financed by the European Commission and implemented 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 20 December 2018 n. 150 *“Quadro di riferimento e procedure per la gestione indiretta dei fondi UE nell’ambito delle politiche di cooperazione allo sviluppo dell’Unione europea per i progetti gestiti da AICS”*.

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 Procurement and Administrative Officer, member of the Programme Management Unit responsible for the implementation of the Programme.

Profile: Procurement and Administrative Officer

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 Annuale Lorda) for the position is 67.529 Euro/year (5.627,42 Euro/month), correspondent to the “Esperto middle 4” category

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

Duration: 12 (twelve months) – including a 2-month probation period - with possible extension.

Expected start date of employment: May-June 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.

Main 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 dependent 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 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 Procurement and Administrative Officer, member of the Programme Management Unit (PMU), provides support to the AICS Regional Representative and to the PMU Team Leader with regards to the implementation of the Action, and reports to him/her.

In particular, the Procurement and Administrative Officer will:

1. Draft legal instruments/tender dossiers in relation to the Programme, including contracts for the purchase of goods, equipment, works and/or services – in compliance with AICS and PRAG rules.
2. Monitor and verify the adherence of all contracts to the Programme rules, which includes proposing amendments and extensions of contracts, and providing preliminary advice on contractual rights and obligations.
3. Review and revise draft legal instruments and correspondence in relation to procurement operational activities in accordance with established EU and AICS procurement and contracting standards.
4. Assist the PMU Team Leader in the conduct and co-ordination of all phases of contractual negotiations with interested parties.
5. Assist the PMU Team Leader in disputes with suppliers during the implementation phase of contracts.
6. Assist the PMU Team Leader in the elaboration of all reporting documents required by the EU Delegation and/or by AICS, with specific reference to financial reports;
7. Assist the PMU Team Leader in keeping accurate track of the “management bank account (“conto di gestione”) set up for the Programme;
8. Assist the PMU Team Leader in the elaboration of requests of payment, supported by appropriate justifications, addressed to the EU Delegation and/or to AICS HQ;
9. Assist the PMU Team Leader in running an efficient workflow with Programme partners, as required, with specific attention to the verification of financial reporting submitted by partners;
10. Assist the PMU Team Leader in all issues related to the external, financial audit of the Programme;
11. Provide inputs to the drafting of Office policy documentation, manuals, standard operating procedures and guidelines relating to procurement and/or contracting matters.
12. Contribute to the development and maintenance of the procurement computerized records.
13. Provide input to the preparation of training materials and participate in training exercises for field and headquarters officials with regard to the legal and financial aspects of AICS procurement and contracting.
14. Perform other relevant duties related to procurement and administrative issues, as required.

In the framework of the PMU, the above tasks will be performed in coordination with the “EU Cooperation Unit” at AICS HQ, as required.

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 Law, 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 5 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 (C1 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 (Esperto middle – 4) 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 **9 years** of post-graduate working experience as a Procurement officer with Development Cooperation entities (e.g international organizations, governmental aid agencies, decentralized development cooperation, non-for-profit organizations).

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 Professional competences in PRAG tenders EU-funded and/or AICS-funded projects.

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

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. L.gs. 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 12.05.2021 to the following e-mail address tirana@aic.gov.it**

The email must have as its subject the code **07/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

Professional competences in PRAG tenders EU-funded and/or AICS-funded projects – up to 20 points:

- 10 points for professional competences in PRAG tenders in the framework of up to 2 EU-funded and/or AICS-funded projects – ref 2.2.5;
- 20 points for professional competences in PRAG tenders in the framework of more than 2 EU-funded and AICS-funded projects – ref 2.2.5.

Other qualifications or professional competences – up to 10 points

Previous working experience at the Directorate General for Development Cooperation and/or the Agency Italian for Development Cooperation – up to 10 points:

- 5 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;

- 10 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 2.2.5;

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 websites.

In the employment contract stipulated between AICS Tirana and the employee - selected through this 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 a 6-month 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 an application by a candidate implies his/her consent to the processing of 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 this call for applications for motivated reasons of organizational and/or financial nature.

9. TRANSPARENCY

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

28 APR, 2021

AICS Tirana Representative

Nino MEROLA

