

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

**Vacancy Code:** 02/AICSTIRANA/2022

**Profile:** Team Leader in the framework of the project “EU for Economic Development - Tourism-led, local, economic development, with a focus on Cultural Heritage” – AID 12293, financed by the European Union and executed by the Italian Agency for Development Cooperation (AICS)

**Professional level:** Team Leader “Low 4”

**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).

*Deliberation* of the Joint Committee of 19 November 2019 n. 101

*Determination* 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 of the Project Management Unit responsible for the implementation of the Project.

**Profile:** Team Leader (Team Leader “Low 4”)

**Duty station:** AICS Tirana main office, Albania, with short-term missions to Italy.

**Typology of contract:** Fixed-term contract of employment based on Albanian law and respecting the fundamental principles of the Italian legal system.

**Remuneration:** The gross annual salary for the position cannot exceed 58,360,00 Euro/year plus connected indemnities if granted, for cost/quality of life and risk, according to provisions from profile “Team Leader Low 4”, from Determination of Director AICS n. 28 of 5 February 2021 and annexes (the net monthly salary cannot be superior to what is foreseen for the level “Team Leader Low 4”).

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

**Expected start date of employment:** April 2022 or within one month of publishing the ranking list.

## **PROJECT 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 focusing 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 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 archaeological 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 only on technical aspects but as capacity-building and income-generating activities in the cultural heritage valorization and sustainable tourism sector for local communities. The project will apply innovative IT solutions and communication/promotion tools, creating a full value chain.

## **TERMS OF REFERENCE**

### **1. KEY FUNCTIONS**

The Team Leader will have solid technical competencies and a significant professional background in the cultural heritage valorization sector to provide adequate support to the AICS Regional Representative regarding the implementation of the Action and will report to him/her. He/she shall be responsible for the technical coordination and management of the activities in Annex I "Description of the Action" of Contribution Agreement 2020/420-271 and will ensure solid technical coordination with national and international stakeholders implementing

partners. He/she will coordinate the Project Management Unit (PMU) to carry out the required activities and achieve the expected results.

In particular, the Team Leader will:

1. Under the general supervision of the AICS Regional Representative the incumbent will be responsible for the overall project management and technical coordination with the EU Delegation, AICS Rome and Albanian counterparts, as well as with international partners and stakeholders at policy level;
2. Establish working and technical effective relationships and exchanges with all relevant stakeholders to promote the ownership and awareness of the project objectives and results;
3. Provide technical and management guidance for planning, managing and monitoring as well as leading and overseeing the work of the Project Management Unit (PMU) for the implementation of all the components of the Project;
4. Work in close collaboration and concertation with all relevant stakeholders involved in the Project to develop a common technical approach supporting the effective and efficient delivery of the outcomes of the Project;
5. Supervise and follow up the overall implementation of the technical and research-related activities of the Project, in close concertation with all technical stakeholders;
6. Ensure continuous technical coordination with national and international actors to scale up best practices and models developed by other partners;
7. Collaborate in drafting the ToR for recruiting and selecting the relevant external experts and consultants upon request and coordinate and liaise with them to ensure quality and timely reports and follow their work;
8. Participate in monitoring meetings, as well as monitor the activities/results of the project by developing and applying results-based management approaches;
9. Oversee the implementation of the project paying particular attention to the timely performance of planned activities and most efficient use of project funds;
10. Support management of information and communication as well as maintain contacts with the donor regularly; coordinate and submit narrative and financial reports, according to the requirements and the timeline set by the Contribution Agreement as well as by AICS internal procedures;
11. Ensure the coherence between the project activities and the cooperation policies in the sector;
12. Support the preparation of the necessary documents and participate to Steering Committee meetings;
13. Ensure that the Project works in synergy and complementarity with other ongoing projects/programs in Albania related to the cultural heritage valorization and sustainable tourism/local development sectors to avoid overlapping and waste of resources.
14. Perform other relevant activities in the cultural heritage sector, as required;
15. 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 compliance of what has been declared in this regard by the selected candidate under penalty of exclusion.

## **2. ADMISSION REQUIREMENTS**

Candidates will be considered eligible for selection based on 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);
- b) Medically fit for employment;
- c) To have acquired the academic qualification required by the selection notice, in accordance with point 2.1;
- d) To have acquired the professional experience required by the selection notice, in accordance with point 2.1;
- e) To know the Italian language written and spoken (level C1 - Common European Framework of Reference);
- f) To know the English language written and spoken (level B2 - Common European Framework of Reference);
- g) To have the knowledge and consistent, effective use of the principal Microsoft Office applications.

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

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 for only when the candidate obtained the degree required for the position. The curriculum vitae should clearly state the start and end dates of all previous positions and indication on whether they were full or part-time. Details of any professional experience, training, research, or studies must be provided in the application. Upon request, candidates must provide supporting documentation indicating the duration and nature of those experiences.

For the purposes of the special requirements, referred to in point 2.1, professional experiences that have a temporal overlap are not considered. The candidate will declare the one deemed most relevant.

### **2.1 Essential requirements under penalty of exclusion**

- a) General requirement for access to the professional level: Master's level university degree in Cultural Heritage, Architecture, Civil Engineering, Art History or related fields (level 7

European Qualification Framework EQF). Other degrees of the same level may be considered if accompanied by at least five years of sector-specific working experience. Although not a public competition, candidates may use the equipollence for admission to public competitions, published on the Ministry of Education, University and Research website [www.miur.it](http://www.miur.it):

b) Specific requirement for access to the specialist profile: At least 5 years of demonstrated professional experience in the framework of cooperation development programs/projects, as Team Leader in the sector of the vacancy notice (cultural heritage valorization and sustainable tourism). The documented activity carried out in the sector of reference of the vacancy notice in the context of cooperation initiatives may also be assessed for the purpose of achieving the "General requirement for access to the professional level" referred to in point 2.1a) only for the part exceeding 5 years.

## **2.2 Preferential requirements**

The following will constitute the preferential requirements for the position:

- a) Post-graduate diplomas (University Master, PhD or other Higher Education Courses recognized in the sector of interest (i.e. valorization of cultural heritage, promotion of local development through sustainable tourism) additional to the minimum requirements indicated in point 2.1a) above;
- b) Knowledge of Italian language at a higher level than required in the "admission requirements";
- c) Knowledge of English language at a higher level than required in the "admission requirements";
- d) Demonstrated professional experience in the sector of the vacancy notice (cultural heritage and sustainable tourism) with Development Cooperation entities (e.g. international organizations, governmental aid agencies, decentralized development cooperation, ONG and civil society organizations).
- e) Demonstrated professional knowledge of operating procedures in managing and coordinating EU-funded and/or AICS-funded projects grant and tender processes.
- f) Previous professional experience in executing tasks like those indicated in the vacancy for the countries assigned to this regional Office.

## **3. HOW TO APPLY**

**3.1** In the application, candidates must declare under their responsibility, in the form of a self-certification declaration according to art. 46 and 47 of the DPR 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

D.P.R. n. 445/00 and subsequent amendments, immediately forfeiting the use and any other benefits obtained on the basis of the false declaration.

**3.2** Under penalty of exclusion, 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)". For every professional experience the candidate should mention in the CV the number of staff supervised, the amount of the budget of the project and the name and address of the supervisor.
- d) Self-certification declaration, dated and signed, as per point 3.1.

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

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 22<sup>nd</sup> of March, 2022, to the following email address [tirana@aics.gov.it](mailto:tirana@aics.gov.it)

The email must have as its subject the code: **02/AICSTIRANA/2022**.

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 and/or with modes other than those provided for in this notice;
- 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, estimates if the applications meet the admission requirements and assess the absence of grounds for exclusion. The exclusion is communicated to the candidates concerned.

Subsequently, a Commission composed of three members and appointed following art. 2 of the *Deliberation* 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:

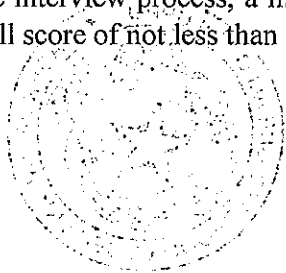
## **QUALIFICATIONS, LANGUAGE SKILLS, PROFESSIONAL SKILLS AND PROFESSIONAL EXPERIENCES (Max. 70 points)**

- Academic titles in addition to the essential requirements: **up to 10 points** (points cannot be cumulated) for post-graduate studies related explicitly with the vacancy key functions, assigned with the following criteria: i) 10 points for PhD degrees; ii) 5 points for Master studies having a duration not less than one academic year; iii) 2 points for other academic titles of post-graduate specialization having a duration not less than one academic year;
- Language skills in addition to the essential requirements: **up to 10 points** assigned with the following criteria: i) up to 5 points for the knowledge of Italian language written and spoken at least at C2 level of Common European Framework of Reference: level C2 (5 points); ii) up to 5 points for the knowledge of English language written and spoken at least at C1 level of Common European Framework of Reference: level C2 (5 points), level C1 (3 points);
- Professional experience: **up to 40 points** assigned with the following criteria: i) Up to 25 points for demonstrated experience in the vacancy sector (cultural heritage valorization and sustainable tourism), superior to the 5 years requested in the essential requirements, with public and private entities (e.g. international organizations, governmental aid agencies, decentralized development cooperation, non-for-profit organizations) in projects/programs of development cooperation, between 5 and 10 years (10 points), between 10 and 15 years (20 points), superior to 15 years (25 points), ii) Up to 15 points for the knowledge of operating procedures for EU-funded and Italian cooperation/AICS-funded projects, grant and tender processes acquired through previous professional experiences: from 1 to 3 years (5 points), from 3 to 5 years (10 points), superior to 5 years (15 points);
- Other qualifications or professional competencies: **up to 10 points** assigned with the following criteria, i) Up to 10 points for previous professional experience in the execution of tasks like those indicated in the vacancy sector (cultural heritage valorization and sustainable tourism), for initiatives of development cooperation in the countries of competence of this regional Office: from 1 to 3 years (3 points), from 3 to 5 years (5 points), superior to 5 years (10 points).

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

Candidates with a qualification score of at least 40 are called for an interview. A maximum score of 30 points is awarded for the interview. The interview takes place at the AICS Tirana premises or via audio-video connection if 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 for the position to be filled. The invitation to the interview is sent by email 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 email 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 Project. 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 according 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 their use for the selection process.

The Head of AICS Tirana Regional Office is responsible for personal data handling.

## 8. SUSPENSION AND PROTECTION CLAUSES

AICS reserves the right to cancel this vacancy notice for justified reasons of organizational and/or financial nature.

## 9. TRANSPARENCY

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

Tirana, 28<sup>th</sup> of February, 2022

AICS Representative

Stefania Vizzaccaro

