

“Culture and Creativity for the Western Balkans (CC4WBs)”, funded by the European Union and implemented by a Consortium led by UNESCO together with AICS and the British Council - Delegation Agreement no. EAC-2021-0379

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

National Administrative & Financial Expert

Vacancy Code: 06/AICSTIRANA/2023

Profile: National Administrative & Financial Expert for the project component implemented by the Italian Agency for Development Cooperation (AICS) within the framework of the project “Culture and Creativity for the Western Balkans (CC4WBs) - EAC-2021-0379”, funded by the European Union and jointly implemented by AICS, UNESCO and the British Council.

Applicable regulations:

Law of 11 August 2014, n. 125 as amended, entitled “*Disciplina generale sulla cooperazione internazionale allo sviluppo*” (“General law on International Development Cooperation”).

The decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015, n. 113 as amended, entitled “Statuto dell’Agenzia italiana per la cooperazione allo sviluppo” (“Statute of the Italian Agency for Development Cooperation”), and in particular article 11, paragraph 1, letter c).

Resolution n. 101, issued by the AICS/MAECI Joint Committee on 19 November 2019, approving the document “Criteria and modality for the selection of personnel, not belonging to the Public Administration, to be recruited by a private law contract with predetermined duration in line with local right, as per article 11, section 1, letter c) of AICS statute”.

Multi-Partner Contribution Agreement of 23 December 2021 Ref. EAC-2021/0379 for the financing in decentralized cooperation of the initiative “Culture and Creativity for the Western Balkans – CC4WBs” – AID 012579.

Decree of the Technical Deputy Director of the Italian Agency for Development Cooperation of 14 January 2022 nr. 923 on the mandate to the Representative of AICS Office in Tirana to manage the initiative AID 012579.

The AICS Tirana Regional Office intends to recruit a **National Administrative and Financial Expert** for the project component implemented by AICS in the framework of the project “Culture and Creativity for the Western Balkans (CC4WBs) - EAC-2021-0379”.

Duty station: AICS Tirana main office, Albania, with short-term missions to Kosovo and Bosnia – Herzegovina.

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 27.600 Euro/year.

Duration: 12 (twelve months) – including a 2-month probation period - with possible extension, based on project implementation.

Expected start date of employment: At the end of the selection procedure.

PROJECT DESCRIPTION

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

Sector: Culture.

Action: “Culture and Creativity for the Western Balkans (CC4WBs) - EAC-2021-0379”.

Contracting Authority: EU DG EAC (EU Directorate-General for Education, Youth, Sport and Culture).

Target group: a) Public authorities (and their staff) with direct and indirect competence in the field of culture, including local agencies and cultural institutions; b) Cultural and creative organisations, businesses and individual professionals; c) Civil Society Organizations and community groups; d) Youth, women, and disadvantaged vulnerable groups; e) Education and research institutions, including individual students; f) Media professionals from independent media and networks, bloggers and emerging journalists working on cultural contents.

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

Consortium: UNESCO, British Council.

Specific objective: 1. To improve the performance of the cultural and creative sector in the Western Balkans; 2. To strengthen cultural cooperation within and with the Western Balkans; 3. To enhance cultural heritage for local development.

Expected results (ER)

ER 1: Developed capacities of cultural and creative sectors.

ER 2: Strengthened cultural cooperation at regional level in and with the Western Balkans.

ER 3: Increased mobility of artists and cultural operators.

ER 4: Improved protection, management and promotion of cultural heritage at local level.

ER 5: Enhanced public-private partnerships in the cultural and creative sectors.

ER 6: More inclusive and effective cultural policies.

TERMS OF REFERENCE

1. KEY FUNCTIONS

The employee will be responsible for the correct implementation of budget, procurement, administrative and financial procedures (including administrative and financial management of sub-grants) of the CC4WBs initiative under the supervision of the Project Manager, the Administration and Finance Department and the Head of AICS Tirana Office.

Description of the assignment: the employee will be expected to serve in accordance with the following Terms of Reference:

- Initiate and coordinate project accounting records, to ensure timely and effective delivery of the outputs;

- Fulfill financial reporting and accounting obligations, both external (for the EU) and internal (AICS Tirana and Rome);
- Initiate and coordinate procurement processes in collaboration with the project manager. This includes preparing documentation for calls for tenders and calls for proposals in compliance with the Italian procurement law, AICS regulations, and the Practical Guide to Contract Procedures for EU External Action (PRAG), as well as ensuring adequate visibility of the tender;
- Monitor the execution of contracts and sub-grants, and coordinate the preparation of any related documentation, in order to timely identify bottlenecks and advise on possible solutions and necessary adjustments to the budget and workplan;
- Collaborate in the preparation and monitoring of the CC4WBs financial plans and amendments;
- Perform a daily record of the project accounting transactions in the financial management software adopted by AICS;
- Act as focal contact point for all financial and administrative issues and, if needed, support organization of information sessions for consultants and grant beneficiaries on administrative and financial procedures;
- Prepare financial statements and manage payments related to purchase and contracts signed and executed in the framework the CC4WBs initiative;
- Manage the inventory and the archive of the documentation related to the CC4WBs initiative;
- Provide secretarial support, when required by the Project Manager and/or by the Head of AICS Tirana Office;
- Support the Project Manager in financial reporting and controlling;
- Perform any other task that are necessary for the proper administrative management of the CC4WBs, at the request of the Head of Office, Project Management and the Administration and Finance Department.

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 6 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) Legally eligible to work in Albania;
- d) To have acquired the academic qualification required by the selection notice, in accordance with point 2.1;
- e) To have acquired the professional experience required by the selection notice, in accordance with point 2.1;

- f) Fluency in written and spoken Albanian (level C2 – Common European Framework of Reference);
- g) Fluency in written and spoken English (level C1 - Common European Framework of Reference);
- h) Intermediate skills in written and spoken Italian (level B2 - Common European Framework of Reference);
- i) Proficiency in using computers including Microsoft programs, spread sheet, e-mail (outlook) and internet;

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

2.1 Essential requirements under penalty of exclusion

a) General requirement for access to the professional level: Bachelor's degree in finance, accountancy, business administration, economics. Other degrees of the same level may be considered if accompanied by at least 3 (three) 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;

b) Specific requirement for access to the specialist profile: Minimum 3 (three) years of experience as accountant/administrative expert or in other positions carrying out duties equivalent to those required (i.e. administrative and financial manager). 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 2.1.a) only for the part exceeding 3 years.

2.2 Preferential requirements

The following will constitute the preferential requirements for the position:

- a) Educational level higher than the compulsory required in point 2.1.a) above;
- b) Language skills: English (C2 level) and Italian (C1-C2 level) of the Common European Framework of Reference;
- c) Knowledge of procurement procedures (PRAG Procedures);
- d) Demonstrated additional (on top of the 3 years required) professional experience in the sector of the vacancy notice 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) Knowledge and use of electronic archiving software;
- g) Knowledge and use of financial management software;
- h) Knowledge and use of financial management software adopted by AICS;
- i) Other education certificates and/or degrees than the one required.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. 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 essential 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.

3. HOW TO APPLY

3.1 In the application, candidates must declare under their responsibility, in the form of a self-certification declaration (Annex 2) 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;
- g) own a valid permit of stay / visa in Albania (only for candidates with a different nationality than that of the duty station).

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 The application must be accompanied by:

- a) 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)" (Annex 1).
- b) Self-certification declaration, dated and signed, as per point 3.1 (Annex 2 - Legally binding statement);
- c) Copy of a valid identity document.

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 **17.00 hours (Tirana time) on March 31, 2023**, to the following email address: cc4wbs.tirana@aics.gov.it

The email must have as its subject the code: **06/AICSTIRANA/2023**.

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 be excluded from the selection procedure:

- a) Applications lacking one or more admission requirement;
- b) Applications received after the deadline stated in this announcement and/or with modalities other than those provided for in this notice;
- c) Applications with 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 English 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 Italian language written and spoken at least at C1 level of Common European Framework of Reference: level C1 (3 points), level C2 (5 points);
- Professional experience: **up to 40 points** assigned with the following criteria: i) Up to 20 points for demonstrated experience in the vacancy sector, on top of the 3 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 2 and 5 years (10 points); between 5 and 10 years (15 points), more than 10 (20 points); ii) Up to 20 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 2 to 3 years (10 points), from 3 to 5 years (15 points), superior to 5 years (20 points);
- Other titles or professional competences: **up to 10 points** assigned with the following criteria: i) up to 10 points for previous professional experience conducting similar tasks to those indicated in the description of duties and in the role of Administrative and financial expert in the countries of competence of AICS Office in Tirana: between 1 and 2 years (3 points), between 2 and 5 years (5 points), more than 5 years (10 points).

INTERVIEW (Max 30 points)

Candidates with a qualification score of at least 40 points are called for an interview. A maximum score of 30 points is awarded for the interview. The interview takes place at the premises of AICS Tirana or via audio-video connection if candidates cannot go to the interview location. The interview takes place in the languages 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.

Within the framework of 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 2-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, March 15th, 2023

AICS Representative

Stefania Nizzaccaro

