



“Resilience & Social Cohesion Programme (RSCP) - Strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Iraq (Kurdistan)”

Funded by the European Union and implemented by the Italian Agency for Development Cooperation (AICS) and the French Development Agency (AFD)

**Delegation Agreement no. TF-MADAD/2017/T04.40**

**PROFESSIONAL VACANCY ANNOUNCEMENT NO. 05/AICSAMMAN/2019**

## **SENIOR INFRASTRUCTURE SPECIALIST (International)**

The Italian Agency for Development Cooperation (AICS) intends to recruit a **Senior Infrastructure Specialist** for the implementation of the Italian component of the “Resilience & Social Cohesion Programme (RSCP) - Strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Iraq (Kurdistan)” (hereafter referred to as “the Programme”), financed by the European Union “Madad” Trust Fund.

The contract duration will be of one year – including a two month probation period - renewable up to the end of the Programme (30/06/2021), subject to programme’s needs, availability of funds and satisfactory performance.

### **PROGRAMME DESCRIPTION**

The Programme is implemented in Lebanon, Jordan and Iraq (Kurdistan) targeting municipalities with highest concentration of Syrian Refugees. Most of the Syrian refugees are living in communities that suffered historically from high rates of extreme poverty, reflected in household income close to the lower poverty line, high rates of unemployment and illiteracy and very limited access to basic services such as water, sanitation, health and education. While the three

neighbouring Countries are increasingly strained as a whole by the influx of Syrian refugees, it is these communities which have suffered most from the effects of the crisis. The action seeks to develop the coverage and quality of basic social services and infrastructures delivery provided to the most vulnerable host communities affected by the influx of Syrian refugees, as well as to the Syrian refugees, while empowering local communities socially and economically and decreasing inter and intra-community tensions. Moreover, in line with national priorities (crisis response plans), it aims at building the capacities of national institutions, both at central and local levels, and at strengthening the role of the civil society (NGOs and CSOs), providing effective instruments to enable the development of medium-long term sustainable delivery solutions.

**Expected start of employment:** at the end of the recruitment process.

**Duty station:** Amman with expected duty travel in the areas of intervention in Jordan and KRI.

**Remuneration:** salary, benefits and other conditions are offered in accordance with the Italian Cooperation terms of employment and salary scale for expatriates working in overseas offices. Maximum gross annual salary: 90.000,00 Euros.

**Contract:** in accordance with the principles of the Italian and Jordanian labour legislation in force.

## 1. KEY FUNCTIONS

### Senior Infrastructure Specialist

Under the direct supervision of the Head of AICS in Amman, the Senior Infrastructure Specialist will be responsible for the technical implementation of the Italian Cooperation component of the Programme in Jordan and KRI; in particular, he/she will perform the following tasks:

- Support, guide and supervise the activities of the Project Engineers in Amman and Erbil.
- Ensure timely implementation with a focus on procurement/infrastructure related activities.
- Organize and maintain a database of contractors and bid information, including their contacts, areas of expertise, relevance to project components.
- Coordination and verification of preliminary design (preliminary design document definitive and executive) in collaboration with expert project manager and works designer);
- Administrative functions (work assignment methods, tender procedure, support to works directions for verification of works progress report and payment);
- Ensure the regular supervision of the infrastructural work progress in the field that shall be in compliance with the procurement provisions, reporting on any observed

discrepancies during the site visits and the meetings. He/she could be required to sign the certificates of Practical Completion for works, service and supplies contracts.

- Monitoring and ensuring Tender Fulfilment to Italian Authorities for the control on Public Contracts (AVCP) and any obligation as provided for by Legislative Decree 163/06
- Ensuring that all procurement and tender process comply with Italian Decree 192/2017 for works within Cooperation and Development frameworks and apply to PRAG;
- Support for static and technical-administrative procedures for testing works quality and appropriateness;
- Issuance of payment certificates to the contracting companies and the related preparatory documents (following clearance by the person in charge of the works and the project managers);
- Support the Programme Management Unit (PMU) in the communication with the local authorities and communities.
- Represent the office, when needed, in key meetings with government officials and partner organisations, international donors and funding agencies, regional bodies and commissions, international professional bodies and societies in relation with procurement/infrastructure related initiatives.
- Coordinate with the Finance and Administrative Manager and the Team Leader for the preparation of Project Management Reports, as a part of the EU financial reporting requirements.
- Prepare monthly progress reports of activities, under the supervision of the Team Leader.
- Ensure proper synergies and coordination between the infrastructural component of the RSCP Programme and the other Projects implemented by AICS Amman in the infrastructure sector.
- Undertake other duties and assist with other project management responsibilities as required by the Head of AICS in Amman and the Team Leader.

## **2. REQUIREMENTS**

Candidates will be considered eligible for selection on the basis of the following **essential requirements and of the requirements listed in the legally binding statement (points 2.1 and 2.2)**, to be fulfilled by the deadline for applications:

### **2.1 Qualifications and skills:**

- Bachelor's level university degree in Engineering, Architecture or similar field of study (level 6 European Qualification Framework EQF). Other degrees (level 6 or 5 European Qualification Framework EQF) may be accepted when matched with highly qualified professional experiences in the humanitarian and/or development sector;
- Fluency in written and spoken English (C1 Level - Common European Framework of Reference);

- Fluency in written and spoken Italian (C1 Level - Common European Framework of Reference).

## **2.2 Professional experience and competencies:**

- The candidate must be enrolled in the Italian Nation Register of Engineers (Albo Unico degli ingegneri) and/or in the Italian Nation Register of Architects (Albo Unico degli architetti)
- At least 8 years of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies in technical positions in the infrastructure sector (Programme/Project manager, Specialist, technical Adviser, etc...) of which at least 5 years in developing countries;
- Proven experience in the administrative and financial management of projects funded by the Italian Cooperation, international organisations and/or the European Union (e.g. EuropeAid, ECHO, Trust Funds);
- Proven experience in dealing with contractors for infrastructure works;
- Excellent writing and communication skills;
- Computer literacy in Microsoft Office packages (MS Word, Excel, Outlook);
- Previous experience managing grant and tender processes, and thorough knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG);

The following **preferred requirements** will also be taken into consideration:

- Postgraduate courses and/or additional training in Engineering, Architecture or related fields;
- Specialised training in International Cooperation and/or Development Studies;
- Previous experience working with EU funds, particularly through EU Delegation Agreements, and related reporting;
- Previous experience working with the Italian Cooperation (MAECI DGCS / AICS) procedures;
- Previous experience working with international organizations, the EU, and governmental and non-governmental aid bodies (i) in fragile states and emergency contexts, (ii) in the Middle East;
- Experience with building and maintaining relationships with suppliers, grant beneficiaries, stakeholders, donors, international/national counterparts;
- Knowledge of Arabic.

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 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 submission of the application duly signed should indicate the number of the vacancy announcement. The application should be written in English and include:

1. Signed Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445) – as per template below, indicating:

- a. Name, last name, date and place of birth;
- b. Country and city of residence;
- c. Citizenship;
- d. Only for Italian citizens, the name of the municipality where the applicant is registered to vote;
- e. Full enjoyment of political and civil rights;
- f. Absence of convictions for any criminal offence and absence of any pending criminal charge;
- g. Not being subject to legal actions concerning the application of preventive measures, administrative and civil law measures recorded in the applicant criminal record;
- h. Not being subject to ongoing legal proceedings for crimes against Public Administration;
- i. Not having been dismissed for fault by a Public Administration office;
- j. Not having any professional activity incompatible in terms of capacity and timing with this assignment;
- k. Not being in a situation of conflict of interest and a commitment by the applicant to inform AICS of any change in this situation;
- l. Degrees obtained with date of award and name of academic Institution;
- m. Being medically fit for employment.
- n. To be aged no more than 67 years at the time of signing the contract

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 application should also include:

2. Signed Curriculum vitae in English (Europass format);
3. Signed motivation letter in English;
4. Signed copy of valid passport.

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: [amman@pec.aics.gov.it](mailto:amman@pec.aics.gov.it) by **January, 7, 2020 at 24.00 midnight (Central European time)**. The subject of the email must contain the vacancy announcement number **05/AICSAMMAN/2019**.

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**

Applications containing the following defects will not be considered:

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

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

The selection will be conducted by a Recruitment Panel, which will first screen applications to assess whether candidates meet the minimum eligibility requirements. A longlist of applications will then be evaluated according to the following criteria:

##### **Education, experience, competencies and preferred requirements (Max 70 points)**

Assessment of education, professional experience and competences, and possession of preferred requirements as indicated in the documentation submitted by the candidate.

Candidates scoring at least 42 points will be included in a shortlist and will be invited for an interview.

## **Interview (Max 30 points)**

The interview will be carried out through audio/video connection (e.g. Skype).

A written test may also be requested.

## **Final scoring**

Candidates scoring at least 70 points at the end of the process will be included in the final list of retained candidates, valid for the duration of the Programme.

Younger candidates will be preferred in case of equal final score.

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

Only short-listed candidates will be informed of the results of the selection process.

The incumbent is responsible to abide by AICS security policies, administrative instructions, plans and procedures.

## **7. PROTECTION OF PRIVACY**

By submitting their applications, the candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (**art. 13, Regulation (EU) 2016/679**).

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

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

**LEGALLY BINDING STATEMENT**

*(Art. 47 Italian D.P.R. 28 December 2000, n. 445)*

I, ....., born in ..... on ....., ..... citizen resident in .....,

aware that 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

with regards to the VACANCY ANNOUNCEMENT (05/AICSAMMAN/2019 – SENIOR INFRASTRUCTURE SPECIALST (International))

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**HEREBY DECLARE TO**

- a. Being medically fit for employment
- b. Fully enjoy political and civil rights;
- c. Have not been convicted for any criminal offence and not have pending criminal charge;
- d. Not being subject to legal actions concerning the application of preventive measures, administrative and civil law measures recorded in the applicant criminal record;
- e. Not being subject to ongoing legal proceedings for crimes against Public Administration;
- f. Have not been dismissed for fault by a Public Administration office;
- g. Not having any professional activity incompatible in terms of capacity and timing with this assignment;
- h. Not being in a situation of conflict of interest and to commit to inform AICS of any change in this situation;
- i. To be aged no more than 67 years at the time of signing the contract
- j. Have received a (LEVEL OF THE DEGREE).....  
Degree in (TYPE OF DEGREE).....  
from (INSTITUTE).....  
on (DATE).....;
- k. Be medically fit for employment.

Date, .....

Signature

.....