

PROFESSIONAL VACANCY NOTICE – FIXED-TERM APPOINTMENT
at the ITALIAN AGENCY FOR DEVELOPMENT COOPERATION – AMMAN OFFICE

Vacancy code: 11257-01/AICSAMMAN/2020

Vacancy: Communication & social media Assistant “Creazione del sito web e attività di comunicazione e visibilità dell’impegno italiano in Giordania” - AID 11257

Relevant norms:

Italian Law 11 August 2014 n. 125 “Disciplina generale sulla cooperazione internazionale per lo sviluppo”.

MAECI (Ministry of Foreign Affairs and Development Cooperation) Decree 22 July 2015 n. 113 “Regolamento recante “Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo” with specific reference to section 3, art. 11, para. 1, letter c).

Decision No. 101 of the Joint Committee for International Development Cooperation of 19 November 2019.

THE ITALIAN AGENCY FOR DEVELOPMENT COOPERATION – AMMAN OFFICE
ANNOUNCES

The opening of a selection procedure to hire a Communication & social media Assistant in the framework of the initiative “*Creazione del sito web e attività di comunicazione e visibilità dell’impegno italiano in Giordania*”.

1. TERMS OF REFERENCE

Vacancy: Communication & social media Assistant

Duty station: Jordan

Contract: Fixed-term contract in accordance with the Jordanian labour legislation and in compliance with the fundamental principles of the Italian law.

Remuneration: nearly 24,000.00 Euros gross pay.

Duration: twelve months (12).

Expected date of entry into service: March/April 2021.

Objective: In line with the AICS Rome communication strategy and the interventions implemented by AICS Amman, assist in disseminating the initiatives of the AICS Amman Office and contribute to communication and visibility activities through social media channels and website.

Job description: The Communication & social media Assistant will combine theoretical and practical competence in communication activities with the ability to fit into a multisectoral team, contributing to the overall success of the actions of AICS Amman. Under the supervision of the Head of Office, the selected candidate will carry out the following duties:

- Create and write content for the already existing social network platforms of AICS Amman, organizing their publication on the basis of an editorial plan that takes into account the type of audience and content;
- Assist in the creation of specific information products, especially in Arabic, including news, press releases, press kits, media reports, brochures, website, newsletters, audiovisual products; social networks, etc.
- Update, review and implement the content of the AICS Amman website;
- Consolidate relations with local media to encourage their direct participation in events relating to the activities of cooperation projects implemented on site;
- Support the AICS Amman team in coordinating with the Communication teams of the implementing partners of projects funded by AICS in Jordan;
- Translate content from English to Arabic and vice versa, edit/proofread content;
- Support the AICS Amman team in event management.

Prohibition to carry out other activities: The selected candidate must not have carried out, during the last three years, any business activity in the Country of service, nor be in a situation of conflict, even potential, of interests that prejudice the impartial exercise of functions as required by article 53 of the Italian legislative decree no. 165 of 2001, amended by law No. 190 of 2012 and the AICS Code of Ethics and Behavior referred to in point 7. The Administration reserves the right to verify, under penalty of exclusion, the compliance of the statements made in this regard by the selected candidate.

2. REQUIREMENTS

Candidates will be considered eligible for selection on the basis of the following essential requirements and preferred requirements (points 2.1 and 2.2), to be fulfilled by the deadline for applications:

2.1 Essential requirements

- a) Age not exceeding that required by local regulations for retirement at the time of signing the contract;
- b) Fit to work;
- c) Bachelor's Degree;
- d) Minimum 2 years of relevant professional experience as a Communication assistant/officer and social media and website management with international organizations and/or governmental and non/governmental bodies;
- e) Fluency in written and spoken English at B2 level of the CEFR;
- f) Fluency in written and spoken Arabic at mother tongue or C2 level of the CEFR;
- g) Excellent knowledge of the main computer softwares, particularly MS Office and Content Management Systems;
- h) Familiar with updating web content and social media (Facebook, Instagram, Twitter, YouTube, etc.);
- i) Excellent writing and communication skills.

2.2 Preferred requirements

- a) Postgraduate degrees (Master's, PhD) or professional courses lasting at least 6 months, which have specific relevance to the function;
- b) Proven experience in translation from English to Arabic and vice versa, and editing/proofreading;
- c) Previous experience in the fieldwork, including interaction with local communities and local authorities;
- d) Knowledge of written and spoken Italian at B1 level of the CEFR;
- e) Knowledge of written and spoken English at C1 or C2 level of the CEFR;

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

3.1. Legally Binding Statement

The submission of the application duly signed should indicate the number of the vacancy announcement. The application should be written in English and include a signed Legally Binding Statement (according to art. 46 and 47 of Italian D.P.R. 28.12.2000 No. 445) – as per template below:

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 (08/AICSTUNISI/2019 – Financial Assistant (International))

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HEREBY DECLARE TO

- a. Fully enjoy political and civil rights;
- b. Have not been convicted for any criminal offence and not have pending criminal charge;
- c. Not being subject to legal actions concerning the application of preventive measures, administrative and civil law measures recorded in the applicant criminal record;
- d. Not being subject to ongoing legal proceedings for crimes against Public Administration;
- e. Have not been dismissed for fault by a Public Administration office;
- f. Not having any professional activity incompatible in terms of capacity and timing with this assignment;
- g. Not being in a situation of conflict of interest and to commit to inform AICS of any change in this situation;
- h. Have received a Degree in from on
- i. Be medically fit for employment.

Date,

Signature

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Should the checks carried out 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 No. 445/00 and subsequent amendments, immediately forfeiting the use and any other benefit possibly obtained on the basis of the false declaration.

3.2 ANNEXES

The application must also include:

- a) Signed and dated motivation letter, in English;
- b) Copy of valid ID;
- c) Signed and dated Curriculum Vitae in English, including authorization to process personal data;
- d) Legally binding statement, dated and signed, as referred to in point 3.1.

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

Applications to participate in the selection, duly signed, and the related attachments, must be received in non-editable format (PDF), under penalty of exclusion, no later than **2.00 pm** (Amman time) on **27 January 2021**, via email to: amman@aics.gov.it and cc to: segreteria.amman@aics.gov.it.

The email subject must indicate the vacancy announcement number: 11257-01/AICSAMMAN/2020.

Please note that only complete applications (including documents 1, 2, 3, and 4) received within the deadline will be accepted.

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- a) Applications lacking any of the essential eligibility requirements;
- b) Application received after the deadline and with methods other than those set out in the notice.
- c) Application document not signed;
- d) Applications lacking any of the required documents as listed in point 3.2;

5. EVALUATION OF APPLICATIONS

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

CURRICULUM VITAE (MAX 70 POINTS)

Additional educational qualifications: max 10 points

- Up to 10 points for postgraduate degrees (Master's, PhD) or professional courses lasting at least 6 months, which have specific relevance to the function.

Language skills: max 10 points

- Up to 5 points for knowledge of written and spoken Italian at B1 level of the CEFR;
- Up to 5 points for knowledge of written and spoken English at C1 or C2 level of the CEFR;

Professional experience: max 50 points

- Up to 20 points for professional experience in the field of communication and management of websites and social media, exceeding the years required in point 2.1 – 5 points for each semester;
- Up to 15 points for previous experience in the fieldwork, including interaction with local communities and local authorities;
- Up to 15 points for proven experience in translation from English to Arabic and vice versa, and editing/proofreading.

INTERVIEW: MAX 30 points

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

The interview will take place at the AICS Amman office or via audio-video tools. The interview will be conducted in the language indicated in the call (more than one, whether required) and is aimed at assessing the candidate's knowledge and experience, the ability to carry out the required tasks, language skills and anything else deemed necessary to evaluate the candidate's profile. The invitation to the interview is sent by e-mail to the address indicated by the candidate at the time of application. Candidates are not entitled to reimbursement of any expenses incurred for the interview.

6. RESULTS OF THE SELECTION

Candidates scoring at least 70 points at the end of the process will be included in the final list of candidates. The candidate with the highest score in the list will be notified via email (PEC). The list remains valid for one year and can be extended for another year for justified needs related to the implementation of the initiative. In case of renunciation of the winning candidate or early termination of the contract, the office can scroll the list, if the necessary financial resources are available. In case of equal scores, the youngest candidate will be preferred. The list is published on the AICS website.

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.

Amman, 27/12/2020