

**PROFESSIONAL VACANCY ANNOUNCEMENT  
FOR A FIXED-TERM CONTRACT  
AT THE ITALIAN AGENCY FOR DEVELOPMENT COOPERATION – AICS AMMAN  
Ref.: 11213-04/AICSAMMAN/2022**

**Profile: Programme Officer**, *Professional Level: Expert – Middle* - “Fondo Unico per l’Assistenza Tecnica al Programma di Cooperazione in Giordania” – AID 11213”.

**Applicable regulations**

Law. of 11 August 2014 n.125, entitled: “Disciplina generale sulla cooperazione internazionale per lo sviluppo”.

The 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)”.

Resolution 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”.

Decree of the Director of the Italian Agency for Development Cooperation no. 28 of 05 February 2021.

**AICS AMMAN**

intends to recruit a **Programme Officer**, *Professional Level: Expert – Middle*

**1. DETAILS OF THE VACANCY**

**Professional Profile: Programme Officer**, *Professional Level: Expert – Middle*.

**Duty station:** Amman, Jordan.

**Contract type:** Fixed-term contract as per local legislation in Jordan, in compliance with the fundamental principles of the Italian legislation.

**Gross Annual Remuneration:** 43,567.00 Euro. This remuneration can be subject to deductions calculated on the basis of the candidate's years of experience, up to a maximum of 12%, according to the Determina of the Director of the Italian Agency for Development Cooperation no. 28 of February 5, 2021 and as further amended.

**Duration:** 12 months, renewable in accordance with local legislation, including the three-month probation period.

**Expected start:** at the end of the selection process, preferably on 1 October 2022.

**Objective:** The selected candidate will be responsible for supporting the AICS Amman Development programmes in managing, monitoring, and evaluating the initiatives, as well as contributing to the overall work of the AICS Amman office.

**Job description:** Under the supervision of the Head of AICS Amman and in coordination with the Team Leaders of the programmes, the selected candidate will be responsible for carrying out the following tasks:

- Assist the Team Leaders in the management and monitoring of the initiatives, conduction of field visits and coordination meetings with the implementing partners.
- Provide support to the initiatives on topics related to development and to water/infrastructures.
- Act as a Liaison Officer with the Jordanian authorities, with local partners and with the programme stakeholders.
- Provide support to procurement activities related to the initiatives, with specific reference to PRAG procedures.
- Provide support in drafting documents and following up of implementing partners' progress reports.
- Provide supervision of work execution.
- Any specific additional tasks, as requested by the Head of AICS Amman.

Prohibition to engage in other activities: The selected candidate must not have carried out, during the last three years, any business 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. 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. 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 (60 years).
- b) Being medically fit for employment.
- c) To have acquired the academic qualification required by the selection notice, as indicated at Art. 2.1.
- d) To have acquired the professional experience required by the selection notice, as indicated at Art. 2.1.
- e) knowledge of English language at level B2 and above of the European Framework.
- f) knowledge of Arabic language at level C1 and above of the European Framework.
- g) knowledge and consistent effective use of the main Microsoft Office applications.

The requirements set out in this Article shall be met throughout the duration of the contract.

### **2.1 Essential Requirements:**

- a) Master's degree or other title equivalent to EQF 7 according to the European Qualifications Framework, in International Cooperation Sciences, Political Sciences, Social Sciences, or Engineering. Other Master's degrees of the same level will be considered if supported by a qualified professional experience in the sector of intervention of at least 5 years;
- b) At least 6 years experience in the development cooperation sector.

### **2.2 Preferred requirements:**

#### Additional educational qualifications:

- a) Academic qualifications relevant for the assignment, additional to the qualification required by the selection notice as specified at Art. 2.1 paragraph a);

#### Languages:

- b) Knowledge of the English language above the level indicated at Art 2. paragraph e).
- c) Knowledge of the Arabic language above the level indicated at Art 2. paragraph f).

Professional experience:

- d) Previous professional experience related to the development sector exceeding what required at Art. 2.1. paragraph b).
- e) Previous professional experience in the water and/or infrastructure sectors.
- f) Previous professional experience in Jordan with International Agencies and/or donors and/or Non-Governmental Organizations.
- g) Knowledge and previous experience in the application of procedures relating to the awarding of supply, service or work contracts pursuant to PRAG and or Legislative Decree 50/2016 and the Decree of the Italian Ministry of Foreign Affairs and International Cooperation 192/17.

Other qualifications or professional skills:

- h) Other specialization courses not configurable as qualifications referred to at Art. 2.1 paragraph a) relevant for the purpose of the assignment.

### 3. HOW TO APPLY

#### 3.1. Self-declaration of certification

In the application, drawn up in the form of a self-declaration of certification pursuant to the art. 46 and 47 of Presidential Decree no. 445 of 8.12.2000, candidates must declare under their own responsibility:

- a) Surname, name, date and place of birth;
- b) Residence;
- c) Citizenship;
- d) Full enjoyment of political and civil rights;
- e) Absence of convictions for any criminal offence and absence of any pending criminal and accounting offences both in Italy and abroad;
- f) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
- g) physical fitness to work.

Any false declaration will incur penal sanctions according to article 76 of Italian D.P.R. 28.12.2000, n. 445. as subsequently amended, facing immediate termination of employment and loss of any wrongfully obtained benefit.

#### 3.2 Annexes

The application shall also include:

- 1) Motivation letter in Italian or English dated and signed;
- 2) Copy of valid passport/ID card;
- 3) Curriculum vitae in Europass format, in Italian or English, dated and signed including authorization to process personal data, with a precise time indication of the professional experience relevant to this notice, without overlapping;
- 4) Self-declaration as per paragraph 3.1 dated and signed.

The applicant should also provide a telephone number, a home address and an email for communications. The applicant must communicate any changes occurring after the submission of the application for this vacancy. The applications, duly dated and signed, should be submitted in non-modifiable pdf format by **21 August 2022 at 14:00** (Amman time) to the following email address: [segreteria.amman@aics.gov.it](mailto:segreteria.amman@aics.gov.it). The subject of the email must contain the vacancy announcement Code: 11213-04/AICSAMMAN/2022. Please note that only complete applications received within the deadline will be accepted and considered.

#### **4. EXCLUSION FROM SELECTION PROCEDURES**

The following will determine exclusion from the selection procedure:

- a) Applications lacking any of the essential eligibility requirements;
- b) Applications received after the deadline stated in this announcement and not following terms and modality set out in the present announcement;
- c) Application documents not signed.

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

Once the terms of validity of the notice have elapsed, the Head of AICS Office in Amman assesses the admissibility of the applications regarding the presence of the essential requirements and the absence of causes for exclusion. The exclusion is communicated to the candidates.

Subsequently, a selection committee composed by three members appointed according to art. 2 of the document approved by the *Delibera* n.101 of the Joint Committee n.101 evaluates applications by assigning a maximum overall score of 100 points according to the following criteria:

##### **QUALIFICATIONS (Max 70 points)**

- Additional academic titles than the obligatory one: up to 10 points.
- Language skills: up to 10 points;
- Professional experience: up to 40 points;
- Other qualifications of professional skills: up to 10 points.

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

Candidates who score at least 40 points, in the assessment of qualifications, are invited for an interview.

A maximum score of 30 points can be attributed. The interview will be carried out through audio/video connection, or at the premises of the Italian Agency for Development Cooperation in Amman. The interview shall be held in the languages indicated in the vacancy announcement and shall assess the applicant's knowledge and experience, languages skills, his or her ability to carry out the position and any other skills deemed necessary to assess the candidate's profile in relation to the post to be filled.

The invitation for an interview is sent by e-mail to the address indicated by the candidate in the application.

Applicants are not entitled to reimbursement of any costs incurred in connection with the interview. Following the interview process, a list of candidates is prepared 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 list is declared the winner. S/he is informed by email or any other appropriate means.

The ranking list remains valid for one year and can be extended for another year for motivated needs related to the implementation of the initiative. In case of a decline by the winning candidate or an early

termination of the contract, the office reserves the right to appoint another candidate from the ranking list - if the necessary financial resources are available.

In the event of equal scoring, the youngest candidate will be preferred. The ranking list is published on AICS and AICS Amman Office websites.

#### **7. PRIVACY PROTECTION**

The submission of applications by a candidate implies consent to the processing of their 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 data processor is the Head of AICS Amman.

#### **8. PROTECTION CLAUSE**

At any stage of the selection process, AICS has the right at its complete discretion to terminate the recruitment process for organizational or financial needs.

#### **9. TRANSPARENCY**

This vacancy announcement is published on AICS Rome and AICS Amman.

Amman, 31/07/2022