



“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. 006/AICSBEIRUT/2020

Published on 17 June 2020

FINANCE AND ADMINISTRATIVE MANAGER

Based on 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”, and repealing the previous resolutions n. 156/2016, 91/2017 and 171/2017.

The Italian Agency for Development Cooperation (AICS) – Beirut Office intends to recruit a **Finance and Administrative Manager** 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 three months’ probation period - renewable for a period of maximum 12 months and not exceeding the end of the Programme, subject to programme’s needs, availability of funds and satisfactory performance.

PROGRAMME DESCRIPTION

The Programme is a regional initiative, taking place in Lebanon, Jordan and Kurdistan, the present vacancy is referred to the component that is implemented in Lebanon, targeting municipalities with highest concentration of Syrian Refugees. The action seeks to develop the coverage and quality of basic social services 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 selection process, subject to availability of funds allocated for the management of the Programme.

Duty station: Beirut with expected duty travel in the areas of intervention.

Remuneration: The economic treatment will be established on the basis of what foreseen by the document "Criteria and modality for the selection of personnel, not belonging to the Public Administration, to be hired with a fixed-term private law contract governed by local law, referred to in article 11, section 1, letter c) of AICS statute", approved by resolution of the CC n. 101 of 19.11.2019. Maximum gross annual salary: Euro 95,000.00.

The economic treatment, within the limits of the available resources, will be determined on the basis of the professional seniority of the selected candidate, his specific professional qualification and the level of responsibility for the specific tasks that the employee will be called to perform. If the role requires it, after verifying the availability of economic resources, additional benefits connected to the performance of the functions may be recognized.

Contract: in accordance with the Lebanese labor law of 23 September 1946 and its successive modification and integrations.

1. KEY FUNCTIONS

Under the direct supervision of the Head of AICS in Beirut, in collaboration with the Team Leader – Lebanon (Project Manager), the **Finance and Administrative Manager** will be responsible for the correct implementation of budget, procurement, administrative and financial procedures for the management of the Italian Cooperation component of the Programme in Lebanon.

In particular, he/she will perform the following tasks:

- Initiate and coordinate administrative and financial processes, to ensure timely and effective delivery of the expected outputs;
- Fulfill financial reporting and accounting obligations, both external (for the EU) and internal (AICS Beirut and Rome) in coordination with the PMU in Jordan;
- Initiate and coordinate procurement processes in collaboration with the Team Leader. 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 and closure of contracts and 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;
- Advise on the application and interpretation of Italian and European Law, acting preventively in order to identify and address any conflicting stipulations;
- Act as the focal contact point for all financial and administrative issues and, if needed, organize information sessions and trainings for consultants and grant beneficiaries on administrative and financial procedures;

- Support the Head of AICS Beirut during internal and external audit/evaluation missions, in collaboration with the Team Leader – Lebanon;
- To act as Responsible of Procedures (*RUP*), within the RSCP initiative;
- Perform the registrations in the financial management software programs adopted by AICS;
- Carry out other duties as required.

Prohibition to carry out other activities: The selected candidate must not have carried out any entrepreneurial activity in the country of service during the last three years, nor be in a situation of conflict of interests, even potential, that affect the impartial exercise of the functions, as foreseen by article 53 of legislative Decree no. 165 of 2001, revised by law no. 190 of 2012 and the AICS Code of Ethics and Conduct. The Administration reserves the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected subject.

2. REQUIREMENTS

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

2.1 Essential requirements:

- a) Age not exceeding the 64 years, as required for retirement by the local regulations, at the moment of contract signature and for its entire duration;
- b) Being medically fit for employment;
- c) Full enjoyment of political and civil rights;
- d) Bachelor's level university degree in Public Administration, Law, Economics, Political Science or similar field of study (level 6 European Qualification Framework EQF). The candidates can avail themselves of the equivalences for the admission to public competition, published on the web-site of the Ministry of the Education, University and Research www.miur.it. 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;
- e) Fluency in written and spoken English (C1 Level - Common European Framework of Reference);
- f) Fluency in written and spoken Italian (C1 Level - Common European Framework of Reference);
- g) At least 5 years of relevant professional experience working with international organizations, governmental and/or non-governmental aid bodies in a Legal / Grant / Procurement / Finance and Administrative position, of which at least 2 years in developing and/or Middle East countries;
- h) Proven experience of strategic financial planning, management and accounting, budgetary control and monitoring (and related reporting);
- i) Working experience and proven knowledge of the Italian Development Cooperation and/or European Union's procedures (e.g. EuropeAid, ECHO) related to the management of development and/or humanitarian aid funded projects;
- j) Excellent knowledge of rules and regulations, award criteria and procedures on public procurement applied by the Italian Cooperation (AICS) and/or the European Union (PRAG);
- k) Good experience in data collection, analysis and report writing;
- l) Proficient in using computers including Microsoft programs, spread sheet, e-mail (outlook) and internet;
- m) Being immediately available for appointment.

2.2 Preferential requirements:

1. Postgraduate courses and/or additional training in Accounting, Finance, Public or Business Administration, or related field;
2. Specialized training in International Cooperation and/or Development Studies;
3. Experience in management of EU funds and related reporting. Experience in EU Delegation Agreements would be an asset;
4. Previous experience within the Italian Cooperation (DGCS, AICS);
5. Previous experience in the Middle East in general and in Lebanon in particular, working with national and local Government bodies as well as other international/national counterparts and donors, especially the EU;
6. Experience in working in fragile states and emergency contexts, preferably in a European institution, Governmental Agency or Body or in similar international organizations;
7. Working experience in the preparation and revision of tender documents and calls for proposal;
8. Knowledge of relevant accounting software (Ge.co.pro. is an asset);
9. Experience in building and maintaining relationships with stakeholders, donors, international/national counterparts;
10. Knowledge of Arabic.

Candidates should assess and check before submitting their application whether they fulfil all the requirements as specified in this vacancy notice, particularly those indicated under paragraph 2.1. The candidate who does not fulfil the requirements indicated under paragraph 2.1 will be automatically excluded. Professional experience indicated in the curriculum vitae are counted only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and whether full time or part time work should be indicated in the curriculum vitae. Details of any professional experience, training, research or studies must be given on the application form. Candidates must be able to provide photocopies of supporting documents clearly showing duration and nature of experience upon request.

3. HOW TO APPLY

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

1. Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445), indicating:
 - a. Name, last name, date and place of birth;
 - b. Country and city of residence;
 - c. Citizenship;
 - d. Being medically fit for employment;
 - 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.

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 shall also include:

2. Curriculum vitae in English (Europass format)
3. Motivation letter in English
4. Copy of valid passport

The applicants should also provide a telephone number and an email address for communications and must notify any change occurred after the submission of the application for this vacancy.

The applications, duly dated and signed, should be submitted in pdf format to the following email address: segreteria.beirut@aic.gov.it by 2 July 2020 at 12.00 noon (Beirut time). The subject of the email must contain the vacancy announcement Code **006/AICSBEURUT/2020**.

Please note that only complete applications 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) Absence of one or more of the essential requirements;
- b) Applications not respecting the deadline, terms and modality of presentation set out in the present announcement;
- c) Application documents not signed.

5. EVALUATION OF APPLICATIONS

The selection will be conducted by a Recruitment Commission, appointed by the Director of AICS Beirut, which will first screen applications to assess whether candidates meet the essential requirements and to check the absence of reasons for exclusion. The exclusion is communicated to the interested candidates. Subsequently, the Commission assesses the candidates by assigning a maximum total score of 100 points in the following manner:

Qualifications (Education, languages, experience, competencies and preferred requirements) (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 called for an interview following which a maximum score of 30 points is attributed. The interview takes place at the AICS headquarters in Beirut or in audio-video connection in the case of candidates who have reasoned impossibility to be present

at the interview venue. The interview takes place in the languages indicated by the announcement in points 2.1 and 2.2, and is aimed at assessing the candidate's wealth of knowledge and experience, the skills to carry out the assignment in question, the required language skills and anything else deemed necessary to evaluate the candidate's profile with respect to the position to be filled. The interview notice is sent by email to the address stated by the candidate at the time of application. Candidates are not entitled to reimbursement of any expenses incurred to support the interview.

Following the interview, the ranking list of endorsed candidates is drawn up of only those who have been awarded an overall score of at least 60% of the maximum attributable (60/100 points) after the interview.

Final scoring

Candidates scoring at least 60 points at the end of the process will be included in the final list of endorsed candidates valid for a period of 12 months.

Youngest candidates will be preferred in case of a final equal score.

6. RESULTS OF THE SELECTION

The candidate with the highest score in the ranking list is declared the winner. The selected candidate is informed by email. The ranking list remains valid for one year and can be extended for another year for motivated needs related to the development of the initiative. In case of renunciation of the winning candidate or early termination of the contract, the Administration can scroll the ranking list, if the necessary financial resources are available.

In the event of equal score, the youngest candidate will be preferred.

The ranking list is published on the AICS website.

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, including sensitive data, by the staff assigned to the custody and storage of the applications and to the use of the same for the conduct of the competition procedures.

The responsible of personal data treatment is the Director of AICS Beirut.

8. PROTECTION CLAUSE

AICS has the right to cancel or delay the recruitment process at any stage, for motivated reasons of opportunity connected to its organizational or financial needs.