

**PROFESSIONAL VACANCY ANNOUNCEMENT FOR THE SELECTION
OF LOCAL STAFF WITH A FIXED-TERM CONTRACT AT THE BEIRUT
HEADQUARTERS
OF THE ITALIAN AGENCY FOR DEVELOPMENT COOPERATION**

AICS OF BEIRUT

CALL CODE: 013/AICSBEIRUT/2021, published on 18/11/2021.

POSITION: n. 2 drivers in the framework of the Coordination Fund for Technical Assistance -
(AID 11126/01/0)

Regulations references:

Law no. 125 of 11 August 2014, "General discipline on international cooperation for development";
Decree of 22 July 2015 n. 113, "Regulation bearing: "Statute of the Italian Agency for Development
Cooperation" with particular reference to Article 11;

Joint Committee Resolution no. 101 of 19 November 2019 and subsequent pronouncement of the
Director of the Italian Agency for Development Cooperation no. 28 of 5 February 2021;

Lebanese Labour Law of 23 September 1946 and s.m.i.;

Resolution of the AICS General Manager no. 85 of 22 December 202 approving the "Assistance Fund"
Program with AID 011126/01/0;

ANNOUNCES

that a selection procedure is launched for the recruitment of n. 2 Drivers

1. CONTENT AND PURPOSE OF THE EMPLOYMENT

Professional figure required:

n. 2 drivers

Workplace:

AICS Beirut

Type of contract:

Fixed-term employment contract according to the Lebanese legislation in force, stipulated with the AICS of Beirut.

Remuneration:

The economic treatment will be equal to Euro 25,012.00 gross per year including any other indemnity, due according to local law. The tax deductions provided for by local law are applied to this remuneration. By virtue of art. 68 of Decree Law no. 144/59 regulating income tax, local employees of foreign embassies / AICS in Lebanon (employer not substitute for tax) are required to submit tax returns and make payments due to the Treasury.

Duration of the contract:

Duration of 12 months with the possibility of renewal, based on the available funds, up to a maximum of 24 months.

Expected start of employment:

At the end of the selection process

Objective of the employment:

Ensure the various movements during the missions of the office staff throughout the Lebanese territory.

Description of the employment:

Under the supervision of the Director of AICS Beirut and the logistician of the headquarters, the Driver will have the following duties:

- Driving services for the Director of AICS, AICS experts, visiting delegations
- Take care of and comply with the maintenance schedule of motor vehicles
- Maintain the log book of daily missions

Other tasks may be required, when necessary, by the Management of the AICS headquarters.

Prohibition to engage in other activities. The selected candidate must not be in a situation of conflict, even potential, of interests that affect the impartial exercise of the functions, as provided

for in Article 53 of Legislative Decree no. 165 of 2001, amended by Law no. 190 of 2012 and by the Code of Ethics and Conduct of the AICS. The Administration reserves the right to verify, under penalty of exclusion, the correspondence of what has been declared in this regard by the selected subject.

2. ADMISSION REQUIREMENTS

2.1 Essential requirements for admission

The staff to be recruited must be in possession of the following essential requirements at the time of the deadline of the call:

- a) age not exceeding 62 years at the date of signing the contract (December 2021/January 2022);
- b) Medically fit for employment;
- c) Have obtained the title of Primary School License or equivalent;
- d) At least three (3) years of relevant and demonstrable experience as a driver;
- e) Knowledge of English (written and spoken) at level B1 of the Common European Framework of Reference;
- f) knowledge of the Arabic language (written and spoken) at level C1 of the common European framework of reference;
- g) A valid type B) driving license, in the case of the selection of employees with driver duties, which must be held on the date of the practical driving test;
- h) knowledge of driving rules and regulations, protocol and courtesy of drivers and local roads;
- i) skill in minor vehicle repairs;
- j) Not having sustained, in the three-year period preceding the date of expiry of the announcement, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices.

2.2 Preferred requirements

- 1) Qualification higher than the minimum requirements indicated in point 2.1 mentioned above;
- 2) Work experience in Development Cooperation Agencies, Embassies, International Organizations, NGOs;
- 3) First Aid management skills;
- 4) Previous work experience as a mechanic;
- 5) Knowledge of Italian Language

The candidacy of women is highly encouraged.

Before submitting the application, applicants must verify the existence of the essential requirements specified in the announcement.

3. SUBMISSION OF APPLICATIONS – DEADLINES AND PROCEDURES

3.1 In the application, drawn up in the form of a substitutive declaration certificate pursuant to art. 46 and 47 of presidential decree no. 445 of 28.12.2000, candidates must declare under their own responsibility:

- a) Surname, first name, date and place of birth;
- b) The residence;
- c) Lebanese citizenship;
- d) Being medically fit for employment;
- e) Full enjoyment of civil and political rights;
- f) Absence of convictions for any criminal offence and absence of any pending criminal and accounting offences both in Italy and abroad;
- g) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
- h) Possession of a valid driving license;
- i) Not having reported in the previous three years reports or insufficient evaluations in the work carried out under the employment contracts signed with AICS offices;
- j) Knowledge of written and spoken Arabic (level C1);
- k) Knowledge of written and spoken English (level B1);

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

3.2 The application must include the following documents:

- a) Copy of valid ID card
- b) Copy of driving license;
- c) Curriculum vitae in English, dated and signed, including authorization to process personal data (max two pages) with indication of any references;
- d) Substitute declaration certificate, dated and signed, referred to in Annex 1;

For the evaluation of experiences, the curriculum vitae must correctly report the start and end date of all previous positions and type of full-time or partial-time contract. Details of any professional experience, training or studies must be provided in the application. Upon request, applicants must be able to provide supporting documentation that clearly indicates the duration and nature of such experiences.

The candidate must also indicate the domicile, the telephone number, the e-mail address to which any needed communication to be forwarded. In the absence of such information, the residential address will be used. The candidate is obliged to communicate any change that occurs after the submission of the application.

The applications for participation in the selection, duly dated and signed with the relative attachments referred to in point 3.2 must be received, under penalty of exclusion, in a non-modifiable format (pdf), no later than 12 o'clock (Beirut time) of 9/12/2021 at the following e-mail address: **segreteria.beirut@aics.gov.it**

The email must have as subject the code **013/AICSBEIRUT/2021**.

4. EXCLUSION FROM SELECTION PROCEDURE

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 announcement have elapsed, a recruitment commission of three members appointed according to art. 2 of the document approved by the Delibera n.101 2019 of the Joint Committee evaluates 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 concerned.

Subsequently, the recruitment commission assesses the merits of applications by assigning a maximum overall score of **100 points** according to the following criteria:

QUALIFICATIONS: Up to 60 points

- Studies above the requested essential requirements: up to 5 points-
- Language and communication skills: up to 5 points
- Professional experience: up to 40 points
- Other qualifications of professional skills: up to 10 points.

INTERVIEW AND EXAM: up to 40 points

Candidates who have reported a score for qualifications of at least 40, are called for an interview and for a practical test following which a maximum score of 40 points will be awarded. The interview takes place at the AICS headquarters or in audio-video connection in the case of candidates who cannot go to the interview site while the practical test will be carried out at the premises of AICS. 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 will be communicated by email 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.

The practical driving test will be aimed at verifying the level of Knowledge of driving rules and regulations, drivers protocol and courtesies, and local roads and conditions, and defensive driving skills.

Following the interview process, a list of candidates is drawn which includes only candidates with an overall score above 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. He/she is informed by email or any other appropriate means. The ranking list remains valid for one year and can be extended for 1 additional year whenever deemed necessary for the implementation of the initiative. In case of a decline by the winning candidate or an early termination of the contract, AICS may assign the position to the next candidate in 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 website and AICS Beirut Office website.

7. PROTECTION OF PRIVACY

The submission of applications by a candidate implies consent to the use of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and for the purpose of the selection process.

The data processor is the head of AICS BEIRUT.

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.