



*Italian Embassy in Cairo*

**“EU Joint Rural Development Programme”  
Project Funded by European Union  
and implemented by the  
Italian Ministry of Foreign Affairs and International Cooperation  
[Commission decision ENPI/2013/024-474]**

## **PROFESSIONAL VACANCY ANNOUNCEMENT N. 002/EG/2016.**

### **FIELD PROGRAMME OFFICER – MINIA GOVERNORATE**

The Italian Embassy in Cairo- through the Programme Management Unit (PMU) of the Joint Rural Development Programme (JRDP) – intends to recruit a Field Programme Officer, according to the specifications detailed below. The expected duration of the Programme is 58 months starting from December 2014.

**Deadline for submission the CV:** August 10, 2016

**Contract duration:** 12 months with possibility of renewal up to the end of the Programme.

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

**Duty station:** Minya

**Remuneration:** will depend upon qualifications and experience of the selected candidate.

#### **Programme description**

The Programme is a rural development intervention under the broader European Neighborhood Programme for Agriculture and Rural Development (ENPARD). The aim of the Programme is to strengthen the capacities of rural associations, both farmers and non-farmers, in terms of sustainable management of local resources, especially irrigation and waste management and thus explore new and innovative solutions for generating income activities through tailored support. As such, the Programme will support the socio-economic development of the beneficiaries living in the rural areas of concerned Governorates. Main activities at field level (rehabilitation of irrigation schemes, adoption of good agricultural practices for agricultural production and waste management, increase

the capacity of local services providers, etc.) will be implemented by partners through grants and tenders. The proposed strategy during implementation is to ensure ownership by the final stakeholders and to prioritize actions that are community – based, participatory, demand-driven, flexible and accountable.

## **1. KEY FUNCTIONS**

The Programme Field Officer based in Minya will have a support role in the technical and organizational aspects of the implementation of the Programme at regional level. He/she will report the Programme Management Unit (PMU).

In particular, the regional Programme Officer will be directly responsible for:

- Facilitate the implementation of all programme activities at field level (budgeting, planning, organizing and facilitating field activities including local procurements);
- Facilitate communications between the PMU and other regional bodies and project partners (project local committee, NGO's, local associations, local service providers, etc.);
- Facilitate the organizations of events, workshops, training, field days, communication and visibility campaigns, etc.;
- Assist to build capacity of direct primary stakeholders through training, field days, establishment of famers' field schools;
- Assist the PMU during the preparation of six-month implementation plan and budget (in consultation with local stakeholders) and reporting to the Donor;
- Assist PMU in data collection and studies to be carried out at local level;
- Assist to establish the Monitoring and evaluation (M&E) system and M&E operational plan at regional level including the identification of SMART indicators and carry out monthly monitoring field mission and field surveys;
- Prepare monthly reports and timesheets;
- Assist during the preparation of minutes, field technical reports.

## **2. REQUIREMENTS**

### **Education:**

Bachelor's University degree in Agriculture or similar field of studies. Other degrees will be considered when matched with highly qualified professional experience in the sector of intervention (agriculture and rural development, irrigation).

### **Language:**

Arabic, if not mother tongue, at C1 European level both written and spoken.  
Fluency in English both written and spoken (C1 European level).

### **Experience and competences:**

- Minimum 7 years of relevant professional experience during the implementation, monitoring and evaluation of projects and programmes in the sector of agriculture and/or rural development with international organizations and/or governmental and non-governmental bodies;
- Experience in field work activities, including interaction with agricultural producers, rural communities and local bodies;
- Experience in setting up monitoring systems, preparing monitoring tools for data collection, analysis;
- Good communication and managerial skills including good skills in report writing;
- Proficient in using computers including Microsoft programs, spread sheet, Email (outlook) and internet.

The following **preferred requirements** will also be taken into consideration in the selection process:

- Post-graduation degrees (Master-Doctorate) in the sector of agriculture and rural development;
- Experience for monitoring grants financed by the European Union;
- Experience in the area;
- Good knowledge of good agricultural practices (GAP) activities and familiarity with the local level planning process;
- Experience or knowledge in irrigation system and irrigation and waste management;
- Basic knowledge or experience in Geographic Information System standards, practices and procedures.

### **3. EVALUATION OF APPLICATIONS**

The selection will be conducted by an evaluation committee formed by its president who will be nominated by the Ambassador.

The candidate will be evaluated according to the following criteria:

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

Verification of the possession of the essential and preferred requirements according to the documentation presented by the candidate, with particular reference to the academic titles obtained and the professional experience gained.

Candidates scoring at least 55 points will be included in the 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), or at the premises of the Programme Management Unit (PMU) located at 26<sup>th</sup> floor, 1081 Corniche El-Nil, Garden City.

No reimbursement will be granted to those travelling to Egypt for the interview.

Candidates scoring at least 85 points at the end of the process will be included in the final list of endorsed candidates valid for a period of two years.

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

### **4. HOW TO APPLY**

The submission of the job application duly signed (Annex 1) will indicate the number of the vacancy announcement, and should include the attached form Legally Binding Statement (Annex 2) according to the art. 46 of Italian D.P.R. 28.12.2000 n. 445, indicating:

- a. Surname, name, date and place of birth.
- b. Residence.
- c. Citizenship.
- d. Absence of conviction in any criminal offence or under any criminal proceeding pending.
- e. No involvement in current legal or penal action for crimes against Public Administration.
- f. Studies certificates indicating the dates of issue and the names of Academic Institutions.

Any false declaration will incur on penal sanctions according to the article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application should also include:

1. Cover letter in English (max one page).
2. Copy of valid ID document.
3. Curriculum vitae in English.

The signed application and all attachments should be received **within and not beyond 12:00 hours (Central European time) of the 10<sup>th</sup> August 2016** at the following email: [administration@eu-jrdp.org](mailto:administration@eu-jrdp.org); cc. [info@eu-jrdp.org](mailto:info@eu-jrdp.org). We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number. The applicant must communicate any variation occurred after the presentation of the application to this vacancy. Please be aware that the application's attachments **must not exceed 9 MB** in size and that applicants will receive a confirmation email of the received application. In case applicants will not receive the email it will be their responsibility to contact the above mentioned emails and request the confirmation. The Programme Management Unit (PMU) decline any responsibility for application not received.

## **5. EXCLUSION FROM SELECTION PROCEDURES**

Applications containing the following defects will not be considered:

- a) Applications made without having all requirements described in this announcement
- b) Application not signed
- c) Application received after the deadline stated in this announcement

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

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

## **7. PROTECTION OF PRIVACY**

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian d. lgs. n.33/2013).

## **8. PROTECTION CLAUSE**

At any stage of the selection process the Italian Embassy in Cairo has the right at its own discretion to terminate the appointment process related to the present vacancy announcement.

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for the Employer

EU Joint Rural Development  
Programme (EU-JRDP)  
Programme Management Unit  
(PMU)  
[administration@eu-jrdp.org](mailto:administration@eu-jrdp.org)  
[info@eu-jrdp.org](mailto:info@eu-jrdp.org)

**Object: Professional Vacancy Announcement n 002/EG/2016**

To whom it may concern,

I hereby confirm my participation to the selection process for the vacancy indicated in the object and here enclose all the following documentation:

1. Legally binding statement
2. Signed Curriculum Vitae in English
3. Cover Letter in English
5. Copy of valid ID document

I would like to receive any communication at the telephone number.....and email address.....

I give my unambiguous consent to the use of my personal data for the purpose of this selection process (Italian D.Lgs. n. 33/2013).

Yours faithfully

(Signature)

(Your name)

(Date and place)

**LEGALLY BINDING STATEMENT (ART. 46 ITALIAN DPR N. 445/2000)**

i. Surname:

ii. Name:

iii. Date and Place of  
birth:

iv. Residence:

v. Citizenship:

vi. Absence of conviction in any criminal offence or under any criminal proceeding pending:

YES     NO

vii. Studies Certificates: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Academic Institution: \_\_\_\_\_

viii. studies Certificates: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Academic Institution: \_\_\_\_\_

(Signature)

(Date and place)

**ANY FALSE DECLARATION WILL INCUR ON PENAL SANCTION ACCORDING TO ART. 76 OF ITALIAN DPR 445/2000 AND WILL EXCLUDE THE CANDIDATE FROM THE PROCEDURE OF SELECTION OR THE JOB ASSIGNMENT.**