



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. 014/EG/2015.

ARCHVIST/CLERK

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

Deadline for submission the CV: January 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: Cairo

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 on the sustainable management of territorial resources under dry-land conditions and thus explore new and innovative solutions for generating income activities through tailored support. As such, the Programme will also support the socio-economic development of the beneficiaries, which are among the most vulnerable population of the country living in the rural areas of Matrouh, Minia and Fayoum Governorates. 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

Under the supervision of the Team Leader, the Archivist/Clerk will assist the PMU staff in the following activities:

- Photocopying, printing and scanning for archiving in hard and electronic copies all documents of the PMU (i.e. incoming and outgoing correspondence, agreements, contracts, administrative and financial documents and all other official documents);
- Preparing and updated the list of all archived materials, inventory and others;
- Receiving and protocolling incoming and outgoing mail;
- Follow-up with the PMU and SPMU drivers on the proper filling of the vehicle log book, fuelling, car allocation secure parking, etc.);
- Following up on the proper timely delivery of outgoing documents and their proper delivery receipts;
- Gathering materials and related support activities (i.e. photocopying, printing and scanning) during workshops and other events;
- Performing ticket purchases, placing orders, reserving hotel, accommodation, restaurants;
- Performing any other activities as required by the PMU Management.

2. REQUIREMENTS

Education:

Bachelor's University degree.

Language:

Arabic, if not mother tongue, at C1 European level both written and spoken.
Good in English both written and spoken (B2 European level).

Experience and competences:

- Minimum 3 years of relevant professional experience in clerk work;
- Experience in documentation archiving;
- Good knowledge in using computers including Microsoft programs, spreadsheet, Email (outlook) and internet;
- Ability to use office machines and equipment such as copier, scanner, fax machine.

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

- Knowledge of Italian;
- Experience in the administrative office of an international donor;
- Experience with International firms or organizations.

Tests and Examinations

Candidates who meet the above-mentioned requirements will undergo a practical test for basic use of computer, i.e. word, excel and Microsoft outlook

3. EVALUATION OF APPLICATIONS

An evaluation committee, formed by its president upon nomination of the Ambassador, will conduct the selection procedure.

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 26th floor, 1081 Corniche El-Nil, Garden City.

No reimbursement is provided for national and international travelling to Cairo 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 11:00 am (Egypt Local Time) of the 10th January 2016** at the following email: administration@eu-jrdp.org; cc. 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 9MB** 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.

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 the Italian Embassy in Cairo has the right, at its own discretion, to terminate the selection procedure of the present vacancy announcement.

Maurizio Massari
The Ambassador

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

Object: Professional Vacancy Announcement n./EG/2015

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.