



Italian Embassy in Cairo



25 MAY 2017

**“EU-Joint Rural Development Programme”
Programme Funded by the European Union
and implemented by**

**the Italian Ministry of Foreign Affairs and International Cooperation
[Commission decision ENPI/2013/024-474]**

PROFESSIONAL VACANCY ANNOUNCEMENT N. 001/EG/2017

FIELD ASSISTANT ON GIS AND LOGISTICS

The Italian Embassy in Cairo- through the Programme Management Unit (PMU) of the Joint Rural Development Programme (JRDP) – intends to recruit a Field Assistant on Geographic Information System (GIS) and logistics, according to the specifications detailed below. The expected duration of the Programme is until October 2019.

Deadline for submission the CV: June 25, 2017

Contract duration: until October 2019, with a probation period of 3 months

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

Duty station: Minya Governorate (Egypt), with frequent travels to Fayoum Governorate (Egypt).

Remuneration: will depend on 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) in Egypt. 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 focus Governorates. Main activities at the field level (rehabilitation of irrigation schemes, adoption of good agricultural practices for agricultural production and waste management, increase the capacity of local service 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.

Key Functions

The Assistant on GIS and Logistics at the field level will work under the direct supervision of the EU-JRDP Field Officer in Minya and the Programme Management Unit (PMU), as well as in close cooperation with MALR and other stakeholders including local Committees. The incumbent will:

1. **Assist in logistic support (in the Governorate of Minya only).** This will include:
 - Assist during the organization and preparation of workshops, meetings, or any event-related activities in connection with service providers.
 - Assist in registry-related duties and ensure inventory keeping and updating.
 - Facilitate logistic and administrative issues including collection of receipts and invoices and management of petty cash.
2. **Assist in developing and maintaining the GIS units of Minya and Fayoum, established by the Programme.** This will include:
 - Set up the implementation plan for GIS units (e.g. identify sources of data, collection methods and costs, who analyzes data, roles and responsibilities of GIS units team) and follow up the performance.
 - Generate real-time geographic layers specific for the project activities.
 - Produce and update operational maps for planning purposes and support to the operations of GIS.
 - Follow and adapt to procedures concerning data collection and data management and mapping.
 - Train GPS data collectors and GIS operators.
3. **Assist in monitoring operations (including regular field visits), in carrying out baseline and endline surveys and during the preparation of progress reports.**

Expected results

Support provided for operative GIS units (both in Minya and Fayoum) and for Logistic Operations (in Minya only).

1. REQUIREMENTS

Education:

Bachelor's University degree.

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 with international organizations and/or governmental and non-governmental bodies;
- Proficient knowledge in GIS standards, practices and procedures, including experience in setting up and following up the performances of GIS units, preparing monitoring tools for data collection and analysis;
- Experience in field mission, including field visits, interaction with agricultural community;
- Good communication skills (including good skills in report writing);
- Experience in documentation activities;
- Ability to priorities and organize tasks effectively;
- Proficient in using computers including Microsoft programs, QGIS, spreadsheet, Email (outlook) and internet;
- Driving license (B).

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

- Graduation degrees in the sector of agriculture and rural development or business administration;
- Experience in the area of Fayoum and Minya and knowledge of the in loco communities;
- Knowledge of irrigation systems, good agricultural practices (GAP) and familiarity with the local level planning process;
- Experience in logistic and office management;
- Experience in organizing events.

2. EVALUATION OF APPLICATIONS

The selection will be conducted by an evaluation Committee, composed by five members (one president, three evaluators, one secretary) appointed by the Chargé d'Affaires of the Italian Embassy in Cairo.

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 will be granted to those travelling to Egypt for the interview.

Candidates scoring at least 80 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.

3. 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 25 June 2017** at the following email: administration@eu-irdp.org (and cc.: info@eu-irdp.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.

4. 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.

5. RESULTS OF THE SELECTION

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

6. 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).

7. 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.

The Contracting Authority

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a series of loops and a final horizontal stroke.

ANNEX 1

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

Object: Professional Vacancy Announcement n 001/EG/2017

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:

- Legally binding statement
- Signed Curriculum Vitae in English
- Cover Letter in English
- 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 ASSIGNEMENT.