



Italian Embassy in Cairo

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

Programme funded by the European Union and implemented by the Italian Ministry of Foreign Affairs and International Cooperation

Delegation Agreement n. ENPI/2014/352-319

PROFESSIONAL VACANCY ANNOUNCEMENT NO. 1/EG/2018

PROGRAMME OFFICER

In accordance with the Italian Decree 165/2001 art. 7 co. 6, the Italian Embassy in Cairo assisted by the Office of the Italian Agency for Development Cooperation, intends to recruit a Programme Officer in the framework of the “EU-Joint Rural Development Programme” (hereafter referred to as “the Programme”), financed by the European Union and implemented by the Italian Ministry of Foreign Affairs and International Cooperation.

The expected duration of the contract is until 9 October 2019 (up to the end of the Programme in case of extension of the Delegation Agreement).

PROGRAMME DESCRIPTION

The Programme is a rural development intervention under the broader European Neighbourhood 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 water, 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 living in

the rural areas of Matrouh, Minia and Fayoum Governorates, who are among the most vulnerable people in the country.

Expected start of employment: at the end of the selection process (November 2018).

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

Remuneration: Up to Euro 8000 month/gross

1. KEY FUNCTIONS

The Programme Officer will have a support role in the technical aspects of the implementation of the Programme. He/she will report to the Programme Team Leader and he/she will be under the supervision of The Ambassador.

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

- Contributing to the correct technical implementation of the Programme.
- Contributing to the preparation and update of the work plan of the Programme.
- Ensuring the correct implementation of the Programme actions.
- Organising and monitoring fieldwork activities.
- Assisting in the preparation of the Terms of Reference - ToR of tenders and calls for proposals.
- Verifying and monitoring the technical implementation and results achieved by the selected implementing agents.
- Organising and monitoring the efficiency and effectiveness of the activities carried out by experts during short term missions.
- Supporting and supervising the activities carried out by the regional Programme Management Units.
- Supporting the report writing on the progress of the Programme (midterm and final evaluation reports).
- Performing other duties requested.

2. REQUIREMENTS

Education:

University degree (level 7 European Qualification Framework EQF) in Agriculture or similar field of studies (level 7 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/diplomas (level 6/5 European Qualification Framework EQF) will be considered when matched with highly qualified professional experience in the sector of intervention.

Language:

English both written and spoken (C1 European level).

Italian, if not mother tongue, at C1 European level both written and spoken.

Experience and competencies:

- Minimum 3 years of relevant professional experience in Agriculture and Rural Development sector with international organizations and/or governmental and non-governmental bodies.
- Good experience in fieldwork, including interaction with rural communities and local bodies.
- Good experience in data collection, analysis and report writing.
- Good knowledge of Italian Cooperation and EuropeAid policies with regard to Agriculture and Rural Development.
- Proficient in using computers including Microsoft programs, spread sheets, Email (outlook) and internet.
- Being immediately available to hold the appointment.

The following **preferred requirements** will also be taken into consideration:

- Experience in management EU Delegation Agreement
- Post-graduation degrees (Master-Doctorate) in Agriculture and Rural Development
- Specialised courses in cooperation and Agriculture and Rural Development
- Experience in development programmes related to Agriculture and Rural Development and/or cross cutting issues.
- Experience of Project Cycle Management in regard to Agriculture and Rural Development projects and programmes.
- Previous experience in the Country/Region indicated in this vacancy.
- Knowledge of Arabic language

3. EVALUATION OF APPLICATIONS

The selection will be conducted by an Evaluation Commission nominated by the Ambassador 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 Embassy of Italy in Cairo – EU-JRDP (PMU) located at 1081 Corniche El-Nil, Garden City, 26th Floor, Cairo – Egypt.

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

Candidates scoring at least 79 points at the end of the process will be included in the final list of endorsed candidates valid for a period of no 12 months. Youngest candidates will be preferred in case of a final equal score.

4. HOW TO APPLY

The submission of the application duly signed (Annex I) shall indicate the number of the vacancy announcement. The application shall be written in English and include the attached form Legally Binding Statement (Annex II) according to 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. Only for Italian citizen, specify the name of the municipality where the applicant is registered for the electoral roll.
- e. Absence of conviction for any criminal offence or of any criminal process pending.
- f. No involvement in current legal or penal action for crimes against Public Administration.
- g. Studies certificates indicating the dates of issue and the names of Academic Institutions.
- h. Fully possession of political and civil rights.
- i. Not having being dismissed for fault from employment by a Public Administration office.

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

The application shall also include:

1. Motivation letter in English.
2. Copy of valid Passport.
3. Curriculum vitae in English (Europass format).
4. A declaration to be immediately available to hold the appointment (Annex III)

The applicant shall also provide a telephone number and an email address for communications. The applicant must communicate any changes occurring after the submission of the application for this vacancy. The signed application and all attachments shall be received **before 12:00 pm (Central European time) on 1st October 2018** at the following email address:

To: administration@eu-irdp.org
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.

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

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. 196/2003).

7. PROTECTION CLAUSE

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



Ambassador

L'Ambasciatore

Giampaolo CANTINI

ANNEX I

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

Object: Professional Vacancy Announcement _____

I, the undersigned, 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)

ANNEX II

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. **Only for Italian citizen** Municipality where the applicant is registered for the electoral roll:

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

YES NO

viii.: No involvement in current legal or penal action for crimes against Public Administration:

YES NO

ix. Fully possession of political and civil rights.

YES NO

x. Not having being dismissed for fault from employment by a Public Administration Office:

YES NO

xi. Studies Certificate:

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.

ANNEX III

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

Object: Professional Vacancy Announcement _____

I, the undersigned, hereby declare I would be immediately available to hold the appointment in case selected.

Should my profile be selected, I am fully aware that 1) if I am not available at the expected start date of my contract (November 2018) for reasons other than those beyond my control, I may be subject to exclusion from the present selection procedure.

(Signature)

(Date and place)