



Partnership between the EU and the Government of Kenya to advance the Blue Economy Agenda through Coastal Development – “Go Blue” – Italian Cooperation Component
FED/2020/419-534



PROFESSIONAL VACANCY ANNOUNCEMENT NO. 01/AICSNAIROBI/2021

Profile: Finance and administrative officer

Programme: “Coastal Economic Development in Kenya EU and the Government of Kenya partnership to advance the Blue Economy Agenda through Coastal Development - “Go Blue” Programme (hereafter referred to as “the Programme”), financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS).

Applicable regulations:

Law of 11 August 2014 n.125, entitled “Disciplina generale sulla cooperazione internazionale per lo sviluppo”.

The decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015 n. 113 “Regolamento recante “Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo” ed in particolare in capo terzo, articolo 11, comma 1, lettera c).

Resolution of the Joint Committee of 19 November 2019 n. 101 “Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale di cui all’articolo 11 comma 1 lettera c) dello Statuto AICS”.

PROGRAMME DESCRIPTION

In line with the EU Action Document for Coastal Economic Development in Kenya “Go Blue”, the Programme intends to contribute to coastal economic development in an inclusive, integrated, participatory and sustainable manner.

The Italian Agency for Development Co-operation (AICS) is engaged in supporting efforts by the Government of Kenya to boost blue economy related growth in line with the Nairobi Statement of Intent on Advancing the Global Sustainable blue economy, and as a contribution to the Partnership between the EU and the Government of Kenya to advance the Blue Economy Agenda through Coastal Development (“Go Blue”).

With an **overall objective to contribute to coastal economic development in an inclusive, integrated, participatory and sustainable manner**, the Programme aims to overcome key constraints that limit production, value addition, marketing and access to markets for small scale fisheries actors and cassava smallholder farmers and their households through a value chain approach.



This project is funded
by the European Union

Partnership between the EU and the Government of Kenya to
advance the Blue Economy Agenda through Coastal
Development – “Go Blue” – Italian Cooperation Component
FED/2020/419-534



To this end, the action will promote interventions that would allow for strengthened economic performance of small-scale fisheries and cassava MSMEs and enhanced inclusiveness, social and environmental sustainability of the 2 value chains. Access to training opportunities – including on technical skills and social awareness – will be provided to both small-scale fisheries producers and cassava smallholder farmers ensuring participation of women, youth, vulnerable and marginalized groups. By reinforcing their capacities, small-scale fisheries producers and smallholder farmers will be able to access better markets with higher quality fish and crops that are sustainably managed and thus achieve better market prices that let them realise economic and social goals (better working conditions and decent jobs), mainly through value chain improvements. Indeed, the expected improvements will stimulate and increase the supply of project commodities and as an outcome of stimulation of supply, new jobs will be created and households' socio-economic conditions will be improved.

The targeting of all activities will accrue benefits to women and youth, and will promote the transition to an inclusive Blue economy.

The success intervention logic builds on assumptions related to a) effective, capable and client-oriented institutions, b) a favourable political and policy environment, c) the market (demand of project commodities, offer of inputs, offer and demand of financial services).

To this end, the project finally aims at empowering the JKP Secretariat to effectively deliver its mandate through integrated strategies and economic blueprints that promote gender equitable resource access, control of assets and benefits for fishery-dependent households as well as policies and programs better aligned to support improved livelihood opportunities, increased incomes and adaptive capacity.

TERMS OF REFERENCE

Duty station: Mombasa and Nairobi

Contract and Remuneration: salary, benefits and other conditions are offered in accordance with the AICS rules and regulations, in particular: "Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale" as provided for by the Delibera CC n. 101 dated 19 November 2019 and will be determined on the basis of professional seniority, specific professional qualification and level of competence in relation to the responsibilities and specific tasks that the successful candidate will be required to perform.

Duration: 12 months – including a two month probation period – with possible extension subject to needs, availability of funds, satisfactory performance and duration of the Programme

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



Partnership between the EU and the Government of Kenya to advance the Blue Economy Agenda through Coastal Development – “Go Blue” – Italian Cooperation Component
FED/2020/419-534



1. KEY FUNCTIONS

Finance and administrative officer

Under the overall supervision of AICS Regional Representative in Nairobi, the direct supervision of the Programme Technical Coordinator, in close collaboration with the PMU Team, the Finance and administrative officer supports the correct legal/administrative/financial management and reporting of the Programme implementation.

In particular, he/she will perform the following tasks:

1. Initiate and coordinate administrative and financial processes, to ensure timely and effective delivery of the expected outputs;
2. Fulfil financial reporting and accounting obligations, both external (for the EU) and internal (for AICS HQ) ;
3. assists the PMU and the administrative Office of AICS Nairobi on registration of inbound and outbound flows, the accounting and payment of expenditure, the financial monitoring of expenditure trends and reporting, the currency movements and contract registration, in the dedicated accounting;
4. initiates expenditure execution operations with regards to contracts signed by AICS;
5. ensure the preparation of the annual and final financial reports and supports the Programme Technical Coordinator in any other financial reporting task and during the Audit procedures (internal and external);
6. contributes to AICS expenditure reports and prepares the request for payment to accompany each Annual report to the EU to be certified in the Management Declaration and prepares the requests for payment to accompany each Annual Report to the EU;
7. provide overall technical and operational support to the work of the Programme Management Unit (PMU), including the preparation of technical documents and reports;
8. contribute to partner and stakeholder relationships, including liaison with the EU Delegations/Headquarters, Programme Governing Bodies, as well as with the concerned Kenian stakeholders at central and local level (e.g. Ministries and municipal authorities);
9. Initiate and coordinate procurement processes in close collaboration with the Programme Technical Coordinator ,including the preparation of tender procedures documentation accompanied by the relative explanatory report – for awards below and above the EU threshold (call for tenders) in compliance with the Italian Procurement Law, AICS regulations and the Procurement and Grants for European Union External Action (PRAG). Formulate tender specifications (Terms of Reference) in close collaboration with the PMU and other technical experts;
10. Provide administrative support to the tender evaluation committees, prepare contracts documents accompanied by an explanatory report, monitor the execution and closure of contracts and coordinate the preparation of any related documentation;
11. Support AICS Regional Representative during internal and external audit/evaluation missions,



- in collaboration with the Programme Technical Coordinator and in consultation with the relevant AICS officials in Nairobi;
12. In collaboration with the Administrative Office of AICS Nairobi Regional Office, ensure maximum publicity of the tender documents on the institutional website and on the program website;
 13. Interact with companies / consultants / for matters within competence and in close consultation with the Administrative office of the AICS Regional Office, interact with the EU delegation for matters within competence;
 14. Ensures proper administrative implementation of the delegation agreement in relation to the application of the EU financial instrument of reference and the accounting procedures required;
 15. performs other duties as required.

2. REQUIREMENTS

2.1 Essential Requirements:

Candidates will be considered eligible for selection on the basis of the following essential requirements, to be fulfilled by the deadline for applications:

- 2.1.1 Age not exceeding (at the time of signing the contract) that required for retirement by local regulations the time of signing the contract;
- 2.1.2 Medically fit for employment;
- 2.1.3 Bachelor's level university degree in Business/Public Administration, Law, Economics, Political Science or similar field of study (level 6 European Qualification Framework EQF). Other degrees (level 6 or 5 European Qualification Framework EQF) may be accepted when matched with highly qualified professional experiences in the administrative and financial management of projects in the humanitarian and/or development sector;
- 2.1.4 At least 3 years of relevant professional experience working with international organization, governmental and/or non-governmental aid bodies in accounting/procurement/finance and administrative position;
- 2.1.5 At least 2 years of working experience in grant management and tender processes, thorough knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG) in developing countries with international organizations, governmental and/or non governmental;
- 2.1.6 Fluency in written and spoken English (C1 Level - Common European Framework of Reference);
- 2.1.7 Fluency in written and spoken Italian (B2, C1, C2 Level - Common European Framework of



Partnership between the EU and the Government of Kenya to advance the Blue Economy Agenda through Coastal Development – “Go Blue” – Italian Cooperation Component
FED/2020/419-534



Reference);

2.1.8 Proficiency in the use of Microsoft Office applications.

2.1.9 Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Nairobi;

2.2 Preferred requirements:

2.2.1. Master’s degree (University Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in point 2.1.3 above;

2.2.2 Further previous work experience with European Union and/or DGCS / MAECI and / or AICS and / or international organizations and / or CSO and / or other public and private subjects in activities similar to those covered by this notice;

2.2.3 Fluency in written and spoken English (C2 Level - Common European Framework of Reference);

2.2.4. Knowledge of relevant accounting software (e.g. GecoDeLue and Sigov).

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Professional experiences indicated in the curriculum vitae are accounted for only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research or studies must be provided in the application. Upon request, candidates must be able to provide supporting documentation clearly indicating the duration and nature of those experiences.

3. HOW TO APPLY

The submission of the application duly signed should indicate the number of the vacancy announcement. The application should include:

1. Signed Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445) – as per the attached template, declaring:

- a. Age not exceeding (at the time of signing the contract) that required for retirement by local regulations;
- b. Citizenship;
- c. Being medically fit for employment;
- d. Full enjoyment of political and civil rights;
- e. Absence of convictions for any criminal offence and absence of any pending criminal charge both in Italy and abroad;



Partnership between the EU and the Government of Kenya to advance the Blue Economy Agenda through Coastal Development – “Go Blue” – Italian Cooperation Component
FED/2020/419-534



- f. Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
- g. Not to be subject to compulsory military service;
- h. Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Nairobi;
- i. To have acquired the academic qualification required by the selection notice;
- j. To have acquired the professional experience required by the selection notice;
- k. To have a written and spoken knowledge of English language, at least level C1 of the Common European Framework of Reference for Languages;
- l. To have knowledge and consistent effective use of the main Microsoft Office applications.

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

The application should also include:

- 2. Signed Curriculum vitae in English (Europass format);
- 3. Copy of valid passport.

The applicants should also provide a telephone number and an email address for communications and must notify AICS of any change occurred after the submission of the application.

The applications, duly dated and signed and in pdf. format, should be submitted to the following email address: segreteria.nairobi@aics.gov.it by **29/01/2021 at 23:59:00 (Eastern Africa Time)**. The subject of the email must contain the vacancy announcement number **01/AICSNAIROBI/2021**.

Please note that only complete applications (including documents 1, 2, 3, and 4) received within the deadline will be accepted and considered.

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- a) Applications lacking any of the essential eligibility requirements;
- b) Applications received after the deadline stated in this announcement;
- c) Application documents not signed.

5. EVALUATION OF APPLICATIONS

Once the terms of validity of the notice have elapsed, the head of AICS office in Nairobi assesses 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.



Partnership between the EU and the Government of Kenya to advance the Blue Economy Agenda through Coastal Development – “Go Blue” – Italian Cooperation Component
FED/2020/419-534



Subsequently, the head of AICS field office appoints a commission composed of three members, who meets the requirements for autonomy and impartiality with respect to the candidates. The Committee assesses the merits of applications by assigning a maximum overall score of 100 points according to the following criteria:

5.1 qualifications (Max 70 points)

Assessment of education, professional experience and competences, and possession of preferred requirements as indicated in the documentation submitted by the candidate will be carried out according to the below parameters:

Education – up to 10 points

Language skills – up to 10 points

Assessment of professional experiences – up to 45 points

Knowledge of relevant accounting software (GecoDeLue) – up to 5 points

5.2 Interview (Max 30 points)

Only candidates scoring minimum 40 points under Preferred Requirements (comprised of art. 2.2.1, and art. 2.2.6) will be included in the shortlist and invited for an interview.

However, the committee reserves the right to invite for an interview only the first 8 candidates according to the provisional ranking list.

The interview take place via video conference (e.g. Skype).

The interview shall be held in the languages indicated in the call for applications and shall assess the applicant’s knowledge and experience, his or her ability to carry out the task in question, the language skills required and any other skills deemed necessary to assess the candidate’s profile in relation to the post to be filled. The interview notice is sent by e-mail to the address indicated by the candidate at the time of application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.

5.3 Final scoring

Candidates scoring at least 70 points at the end of the process will be included in the final list of retained candidates, valid for the duration of the Programme.

6. RESULTS OF THE SELECTION

The candidate with the highest score in the ranking is declared the winner. The winner is informed via PEC. The ranking list remains valid for one year and can be extended for another year for motivated needs related to the implementation of the initiative. In case of a decline by the winning candidate or an early termination of the contract, the office reserves the right to appoint another candidate from 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 and AICS Nairobi Office website



This project is funded
by the European Union

Partnership between the EU and the Government of Kenya to
advance the Blue Economy Agenda through Coastal
Development – “Go Blue” – Italian Cooperation Component
FED/2020/419-534



Due to essential service reasons, the winner of this selection notice must be able to take up service in Kenya not later than 1 month from the publication of the ranking on AICS websites. In case the availability is not granted, the office reserves the right to appoint another candidate from the ranking list.

7. PROTECTION OF PRIVACY

The submission of applications by a candidate implies consent to the processing of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and to their use for the purpose of the selection process. The head of AICS Nairobi regional office is responsible in relation to personal data handling.

8. SUSPENSION AND PROTECTION CLAUSES

AICS reserves the right to cancel or delay the recruitment process at any stage and at its own discretion.