

## PROFESSIONAL VACANCY ANNOUNCEMENT NO. 03/AICSNAIROBI/2022

**Profile:** Project coordinator

**Programme:** “Establish a health network in Kenya, Tanzania and Uganda” AID 12519

**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

The Program “Establish a health network in Kenya, Tanzania and Uganda” intend to contribute to the strengthening of the Health Care system in the region through the creation of a network of selected hospitals and health centers in Kenya, Tanzania and Uganda. The area of intervention of the proposal will be the maternity and natal, training, internship, procurement of equipment, referral system, community health interventions.

### TERMS OF REFERENCE

**Duty station:** Tanzania, Dar er Salam (with possible monitoring in Kenya, Uganda, Burundi, Rwanda, DRC).

**Contract and Remuneration:** salary, benefits and other conditions are offered in accordance with the AICS rules and regulations. The total gross salary is equal 28.526,00 Euro per year (plus the related allowances when is applicable).

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

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

## **1. KEY FUNCTIONS**

### **Project coordinator**

Under the overall supervision of AICS Regional Representative in Nairobi, the Project coordinator will support the Health Programme “Establish a health network in Kenya, Tanzania and Uganda”.

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

1. Ensure a close coordination of all the components of the health Programme, including synchronized government engagement, health facilities and NGOs, activities of the Programme, as well as monitoring and evaluation;
2. Assist the technical and administrative management of the program in coordination with AICS Nairobi and AICS staff in the other countries and the drafting of documents related to the programme;
3. Ensure dialogue with institutional counterparts for the initiatives;
4. Contribute to the correct and transparent performance of the activities of the initiatives and the related information flows preparing information reports on the activities carried out, together with other documents requested;
5. Participate to the donor coordination meeting;
6. Any other activity requested by the Director of the AICS Office in Nairobi.

## **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 Work permit or resident permit;
- 2.1.2 Age not exceeding (at the time of signing the contract) that required for retirement by local regulations the time of signing the contract;
- 2.1.3 Medically fit for employment;
- 2.1.4 Bachelor’s level university degree in Business/Public Administration, Health, 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 experience;
- 2.1.5 At least 3 years of relevant professional experience working with ILO, NGOs, or governmental organizations and/or public bodies in management position;
- 2.1.6 Written and spoken English (at least C1 Level - Common European Framework of Reference);
- 2.1.7 Proficiency in the use of Microsoft Office applications.
- 2.1.8 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);

- 2.2.2 Further previous work experience with Tanzanian institutions in activities similar to those covered by this notice;
- 2.2.3 Written and spoken Italian (at least B1 Level Common European Framework of Reference);
- 2.2.4 Written and spoken English (C2 Level Common European Framework of Reference);
- 2.2.5 Fluency in written and spoken Kiswahili;

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;
- 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;
3. Copy of valid passport or ID.

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](mailto:segreteria.nairobi@aics.gov.it) by **10/02/2022 at 23:59:00 (Eastern Africa Time)**. The subject of the email must contain the vacancy announcement number **03/AICSNAIROBI/2022**.

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

#### **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.

#### **4. 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.

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 50 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.

## **5. 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

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.

## **6. 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.

## **7. SUSPENSION AND PROTECTION CLAUSES**

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