



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



Delegation Agreement FED/2020/419-534

PROFESSIONAL VACANCY ANNOUNCEMENT NO. 009/AICSNAIROBI/2022

Profile: Project Manager

Programme: “Partnership between the EU and the Government of Kenya to advance the Blue Economy Agenda through Coastal Development – Italian Cooperation Component FED/2020/419-534 - 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”. Determina of the Italian Agency Director n. 28 of 5th February 2021.

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 Cooperation (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.



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To this end, the action promotes interventions that allow for strengthened economic performance of small-scale fisheries and cassava MSMEs and enhanced inclusiveness, social and environmental sustainability of the two value chains. Access to training opportunities – including on technical skills and social awareness – are 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 realize 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 favorable 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

Type of contract: Fixed Term Contract, under the Kenyan and the Italian regulations

Duration: 12 months – including a two months' probation period – with possible extension.

Remuneration: The remuneration is equivalent to the gross amount Euro 51.356,80 plus the sum of the cost-of-living allowance and add-on country risk, corresponding to the “Team leader Low 1” foreseen by the resolution act of AICS Director of 5 February 2021, n. 28. The cost-of-living allowance and add-on country risk are subject to the fiscal residency of the applicant.

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

1. KEY FUNCTIONS

Project Manager

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 Project Manager supports the correct implementation of the Italian Cooperation component of the Programme.



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In particular, the Project Manager will:

1. Provide technical advice to the AICS Regional Representative in Nairobi, in collaboration with the PMU for: (i) the correct implementation of financial and procurement processes; (ii) log frame, workplan and budget monitoring and possible revisions; (iii) internal and external audit/monitoring/evaluation missions; (iiii) Manage, in close collaboration with the Finance Manager, the correct implementation of the budget of the Action in accordance with the directives of the AICS Regional Representative, and under the supervision of the Administrative Office, as well as provide assistance during audit procedures (both internal and external);
2. Produce all Programme external reports as per the legal provisions contained in the Contribution Agreement between AICS and the European Union;
3. Contribute to partners, stakeholders and beneficiary communities relationships, including liaison with the EU Delegation to Kenya, the project Implementing Partners and stakeholders, the concerned stakeholders at central and local level (e.g. Ministries and Counties' authorities) as well as the coastal communities who will benefit from the Project;
4. Liaise with the CIHEAM Project Scientific Coordinator to ensure the quality of data and information provided and the adherence to the annually established timetable of project field activities;
5. Follow general monitoring plans and ensure that M&E measures are in line with the EU and AICS requirements;
6. Ensure the correct and continuous update of the OPSYS platform used by the European Commission for External Actions monitoring;
7. Prepare technical documentation for calls for tender in close collaboration with the PMU;
8. Ensure the regular supervision of the infrastructural work progress in the field, reporting on any observed discrepancies during the site visits and the meetings. He/she could be required to sign the certificates of Practical Completion for works, service and supplies contracts;
9. Check, evaluate and approve tender proposals, design documents (drawings, BOQ's, Specifications, Cost Estimates), Variation orders, related to the approved infrastructural projects with Coastal Kenyan Counties;
10. Verify, review and validate progress reports issued by contractors;
11. Prepare periodic reports showing the progress of all procedures (works and supplies) also through site visits;
12. Act, when necessary, as Responsible of Procedures (RUP) for procurement tenders and/or calls;
13. Perform other relevant activities as required.



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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 that required by the Italian regulations for retirement at the time of signing the contract (67);

2.1.2 Medically fit for employment;

2.1.3 Master Degree in Engineering, Architecture, International Relations, Political and Social Sciences, International Development, Economics, or related fields of studies (level 7 European Qualification Framework EQF). Other degrees of the same level may be taken into consideration if accompanied by sector specific experience.

2.1.4 At least 3 years of relevant professional experience as project coordinator/manager working in developing countries with international organizations, governmental and/or non-governmental aid bodies;

2.1.5 Proficient English user (C1 Level - Common European Framework of Reference);

2.1.7 Proficient in written and spoken Italian (C2 Level - Common European Framework of 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 relevant to the vacancy announcement) additional to the minimum requirements indicated in point 2.1.3 above;

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

2.2.3 Previous experience managing EU-funded projects, grant and tender processes, and knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG);

2.2.5 Progressive experience in construction and infrastructure sectors;



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2.2.6 Specific previous work experience in data aggregation and/or Monitoring & Evaluation;

2.2.7 Similar professional experience carried out in the country indicated in this vacancy notice.

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 experience.

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 the Italian regulations (67);
 - 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;



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- 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 a written and spoken knowledge of Italian language, at least level C2 of the Common European Framework of Reference for Languages;
- m. 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:

- 1. Signed Curriculum vitae in English (Europass format);
- 2. Filled and signed Legally binding statement;
- 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 **23rd October 2022 at 17:00 (Central European time)**. The subject of the email must contain the vacancy announcement number 009/AICSNAIROBI/2022. Please note that only complete applications (including documents 1, 2 and 3) 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.



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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 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. Microsoft Teams). 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.

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.



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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.