

VACANCY ANNOUNCEMENT
for the Selection of a Permanent Employee
AICS - Italian Agency for Development Cooperation – ISLAMABAD OFFICE

Vacancy Code: 08/AICISISLAMABAD/2021
Job title: Office Manager - AID 9315

Relevant norms:

Italian Law 11 August 2014 n. 125 “*Disciplina generale sulla cooperazione internazionale per lo sviluppo*”.

MAECI (Ministry of Foreign Affairs and Development Cooperation) Decree 22 July 2015 n. 113 “*Regolamento recante “Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo”*” with specific reference to section 3, art. 11, para. 1, letter c).

Italian Agency for Development Cooperation – Director Decree n. 334 of 5 November 2019.

AICS Islamabad Office

announces

The opening of a selection for an **Office Manager** with permanent contract.

DETAILS AND OBJECTIVES OF THE POST

1. JOB TITLE: OFFICE MANAGER

Duty Station: Islamabad with possible field visits in the national territory

Type of contract: Permanent contract with 9 months of probation period

Monthly gross salary: 1.100,00 Euro with fringe benefits

Start date: immediate

Duties and Responsibilities: The Office Manager will work under the direct supervision of the AICS Director in Islamabad, operating in synergy with the Administrative Officer as per a) and b) with regard to Italian and AICS rules, and with the rest of the staff (the office overall staff may reach 10 persons), to perform the following duties:

- a) Managing the Office Filing, Inventory, Stationery, Archive, interacting with staff for office rationalization;
- b) Processing all procedures related to all Human Resources, including their documents’ production;
- c) Supporting the Office Director in her commitments, agenda, minutes, correspondence, events, mobility.

Interdiction to conduct other activities: It is prohibited to hire someone who has conducted entrepreneurial activities in Pakistan in the past three years and the person must not have conflict of interest that could affect his/her impartiality, pursuant to art. 53 of Italian legislative decree n. 165/2001, as amended by Italian Law n. 90/2012 and by *AICS Ethical and Behavioral Code* mentioned at paragraph n. 7. AICS reserves the right to verify, under penalty of exclusion from the selection procedure, the truth of what has been stated by the successful Applicant.

2. REQUIREMENTS

2.1 Essential requirements

The staff to be recruited must have the following essential requirements at the time of the expiry of the call:

- a) Age under 67 years at the date of signing the contract;
- b) Written evidence of physical ability to work;
- c) University degree in Law or Human Resources or Business Administration or Management;
- d) 4 years of experience and competence in Human Resources management with international institutions;
- e) At least 3 years of referenced experience in executive level office assistance;
- f) Excellent knowledge of written and oral English (C1);
- g) Effective knowledge and use of main IT tools (Word, Excel, PowerPoint, Outlook).

3. SUBMISSION OF APPLICATIONS

3.1 Applicants are asked to submit a self-declaration (*dichiarazione sostitutiva di certificazione*) pursuant to art. 46 and 47 of Italian Presidential Decree (DPR) 445/2000 stating the following:

- a) family name, name, date and place of birth;
- b) residence;
- c) citizenship;
- d) enjoyment of civil and political rights;
- e) absence of any criminal conviction or precautionary measures and criminal or fiscal /auditing legal proceedings in Italy and abroad;
- f) absence of dismissal from any public administration body;

If the declaration is not truthful, the Applicant will face criminal sanctions pursuant to art. 76 Italian Presidential Decree (DPR) 445/2000 and will be dismissed from the job and any other advantage deriving from the untruthful declaration will be nil.

3.2 The applicant must attach the following:

- a) ID Card or passport copy;
- b) Motivation Letter, dated and signed;
- c) Europass Curriculum vitae, dated, signed, with the authorization to process personal data;
- d) Signed and dated self-declaration (*dichiarazione sostitutiva di certificazione*) mentioned in par. 3.1..

Applicants should specify address, telephone and email to be used for the selection procedure. Otherwise AICS will use the residence details. During the selection procedure Applicants should communicate any changes in their contact details.

Signed applications and attachments mentioned at paragraph 3.2 should be submitted, under penalty of exclusion, in PDF format, within 12:00 (noon, Islamabad time) on 19/10/2021 at the following email address: islamabad@pec.aics.gov.it copied to segreteria.islamabad@aics.gov.it.

The subject should read: 08/AICISISLAMABAD/2021.

4. CAUSES FOR EXCLUSION

The following are causes for exclusion from the selection procedure:

- a) reception of submission beyond the deadline;
- b) lack of essential requirements (par. 2.1);
- c) lack of one of the elements specified in par. 3.1;
- d) lack of signature and date on the self-declaration document (par. 3.1).

5. ASSESSMENT

Following the vacancy announcement deadline, AICS Director or AICS Islamabad Representative, upon AICS Director's mandate, appoints a Selection Committee which assesses the admissibility of applications according to the above-mentioned essential requirements and causes for exclusion. Exclusion is communicated to the relevant Applicants.

After, the Committee evaluates applications up to a score of 100 points, as follows:

QUALIFICATIONS: up to 70 points

- additional degrees beyond the essential requirements: up to 10 points;
- English language: up to 10 points;
- professional experience: up to 40 points;
- other professional qualifications or skills: up to 10 points;

INTERVIEW: up to 30 points

Applicants who obtained at least 40 points for their qualifications are interviewed for a maximum of 30 points. The interview takes place at AICS Islamabad Office and may entail a written test. The interview will take place in English and it aims to assess knowledge and experience of the Applicants, as well as their suitability for the post and their language skills. The invitation to take part in the interview is sent via email to the address specified in the application by each applicant. Applicants are not entitled to reimbursement of expenses incurred in order to attend the interview.

After the interview, the Selection Committee drafts a progressive list of Applicants scoring at least 60 points.

6. RESULTS

The applicant with the highest score in the list will be notified via certified email (PEC). The list is valid for one year and can be extended for an additional year due to reasons related to the implementation of the relevant project/programme. If the successful applicant declines the job offer or the contract is ended by one of the parties before its expiry date, AICS Islamabad office can use the same list, upon availability of funds. In case two or more scores are tied, the younger Applicant is preferred.

The list is published on AICS Islamabad website.

7. PERSONAL DATA

By submitting their applications Applicants agree to have their personal data processed by the staff who is required to collect and maintain the applications and to have it processed according to the aims of the selection procedure. AICS Islamabad Office Director/Representative is the data controller.

8. SAFEGUARD CLAUSE

AICS Islamabad reserves itself the right to withdraw the vacancy announcement for justified organizational and financial reasons.

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