

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

Vacancy Code: 05/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 (under Pakistani law) with 9 months of probation period

Monthly gross salary: 1.100,00 Euro

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 Italian Administrative Officer or the Expert in Administration and Accounting, to perform the following duties:

- a) Processing all procedures and tasks related to Human Resources management and other office contracts, interacting with internal and external parties involved, including monitoring staff teamwork’s results;
- b) Managing the office Filing and Archive system and interact with staff towards office rationalization;
- c) Collaborating with the Administrative Officer or the Expert in Administration and Accounting on any necessary task;
- d) Supporting the Office Director in her commitments, i.a. meetings, regular correspondence, minutes.

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 60 years at the date of signing the contract;
- b) Physical ability to work;
- c) Technical diploma or University degree;
- d) 4 years of experience and competence in Human Resources management with institutions, international organizations or embassies – positively referenced - including teamwork competences;
- e) 1 year experience on office assistance, positively referenced;
- f) Excellent knowledge of written and oral English (C1);
- g) Effective knowledge and use of main IT tools (Word, Excel, PowerPoint, Outlook).

2.2 Preferred requirements

- a) Master's Degree
- b) Working knowledge of the Italian language (B2).

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 any dismissal from any public administration body;
- g) fit to work.

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 nullified.

3.2 The applicant must attach the following:

- a) ID Card or passport copy;
- b) Motivation Letter;
- c) Curriculum vitae in Europass format, including date, signature and authorization to process personal data;
- d) Signed and dated self-declaration (*dichiarazione sostitutiva di certificazione*) mentioned in paragraph 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 29/03/2021 at the following email address: islamabad@pec.aics.gov.it copied to segreteria.islamabad@aics.gov.it. The subject should read: 05/AICSLAMABAD/2021.

4. CAUSES FOR EXCLUSION

The following are causes for exclusion from the selection procedure:

- a) lack of essential requirements (par. 2.1);

- b) reception of submission beyond the deadline or lack of one of the details specified in par. 3.1;
- c) absence of signature and date on self-declaration (para 3.1).

5. ASSESSMENT

Following the vacancy announcement deadline, AICS Director or AICS Islamabad Representative, upon AICS Director's mandate, appoints an Evaluation 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 by assigning them on a maximum of 100 points, as follows:

QUALIFICATIONS: up to 70 points

- additional degrees on top of 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 Evaluation 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.

End