

VACANCY ANNOUNCEMENT
for the Selection of One (2) Fixed-Term Employees
AICS - Italian Agency for Development Cooperation – ISLAMABAD OFFICE

Vacancy Code: 06/AICISISLAMABAD/2021
Job titles: Driver – AID 10987

Relevant norms:

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

MAECI (*Ministry of Foreign Affairs and International 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 Procedure to hire two Drivers

1. DETAILS and OBJECTIVES of the POST

Job title: Driver

Duty Station: Islamabad

Type of contract: Fixed-term contract (Pakistani law)

Monthly gross salary: 500,00 Euro

Length: 12 months (with possible extension), with probation period of 2 months

Start date: immediate

Duties and Responsibilities:

- Driving (overtime when required with time recovery), regular cars’ attendance.
- Providing support in secretarial tasks

Interdiction to conduct other activities It is prohibited to hire someone who has carried out a business of the same or similar type for which this notice was issued, in the country in the past three years. He/she must not have conflict of interest that could affect his/her impartiality, pursuant to art. 53 of legislative decree n. 165/2001, as amended by law n. 90/2012 and by *AICS Ethical and Behavioural Code* mentioned at the 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 two (2) successful Applicants.

2. REQUIREMENTS

2.1 Essential requirements (all compulsory)

- a) Age under 60 years at the date of signing the contract;
- b) Valid LTV driving licence;
- c) Physical ability to work;
- d) Fluency in spoken English and good reading/writing level (B2 by European standards);

- e) School Certificate;
- f) 5 years' experience as driver in private or public offices (possibly VIP safe driving)
- g) 3 years' experience as driver on the Pakistan remote roads and cities
- h) Good knowledge of 4x4 cars in both manual & automatic driving and of regular maintenance
- i) Capacity of sound reaction to emergencies, trust, security, safety (proven by certificates)
- j) 1 year experience in supporting office's tasks (proven by references).

2.2 Preferred requirements

- k) Read and spoken Italian (A2)
- l) 2 years' experience with development cooperation public and/or private bodies, and UN agencies.

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 (*misure di prevenzione*) and criminal or fiscal/auditing legal proceedings (*procedimenti contabili*) in Italy and abroad;
- f) absence of any dismissal from any public administration body in Italy and abroad;
- g) physical ability 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 Each Applicant must attach the following documents:

- a) Copy of a valid Driving Licence;
- b) Curriculum vitae on the Europass model (date, signature, authorization to process personal data);
- c) Signed and dated self-declaration (*dichiarazione sostitutiva di certificazione*) as in par. 3.1;
- d) Official Health Certificate and 36h Covid test.

Applicants should specify address, telephone, email to be used for the Selection Procedure. Otherwise AICS will use the residence details. During the Selection Procedure Applicants should communicate any change in their contact details.

Signed applications with attachments, mentioned at par. 3.2, subject 06/AICISISLAMABAD/2021 should be submitted, under penalty of exclusion, in pdf format, within 12.00 (noon, Islamabad time) on 29/03/2021 at the following e-mail address: islamabad@pec.aics.gov.it, copied to segreteria.islamabad@aics.gov.it

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 any detail specified in par. 3.1;
- c) absence of signature on self-declaration (par. 3.1).

5. EVALUATION

Following the vacancy announcement deadline, AICS Director, 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 each Applicant. Thereafter, the Evaluation Committee evaluates applications by assigning them a maximum of 100 points, as follows:

QUALIFICATIONS: up to 70 points

- Additional qualifications or skills on top of essential requirements: up to 10 points;
- English Language: up to 20 points;
- Professional experience: up to 40 points;

INTERVIEW: up to 30 points of which driving test up to 20 points

Applicants who obtained at least 40 points for their qualifications are admitted to the interview. The invitation to take part in the interview is sent via email to the address specified in the application by each Applicant. The interview takes place at AICS Islamabad Office, in English: it aims to assess Applicants' knowledge and experience, as well as their suitability for the post and their language skills. Applicants are not entitled to reimbursement of expenses incurred to attend 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 application, 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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