

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

Vacancy Code: 12/AICSISLAMABAD/2021
Job title: Office Manager

Legal References:

Italian Presidential Decree n. 18/1967, and the second part, title VI.

Italian Law 11 August 2014, n. 125, “*General Discipline on International Development Cooperation*”, art. 19, par. 6.

Italian Ministry of Foreign Affairs and International Cooperation’s Decree n. 113 of 22 July 2015: “*Regulation on the Statute of the Italian Agency for Development Cooperation*” and subsequent amendments, in particular art. 9, par. 3.

Organization of the Regulations of the *Italian Agency for Development Cooperation* (hereinafter, for the sake of brevity, “AICS”), approved by Decree of the *Italian Ministry of Foreign Affairs and International Cooperation* n. 2438 of 15 December 2015 and subsequent amendments, in particular art. 6, par. 5, letter o);

Director of the *Italian Agency for Development Cooperation*’s Decree n. 227 of 23 July 2019.

Director of the *Italian Agency for Development Cooperation*’s Decree n. 334 of 5 November 2019.

The AICS Islamabad Office

announces

The opening of a selection for an **Office Manager** (Administration/Accounting) under the Pakistani Law, with exclusive fixed contract.

1. DETAILS AND OBJECTIVES OF THE POST

Job Title: Office Manager

Duty Station: Islamabad (Pakistan)

Type of contract: Permanent, exclusive, contract with 9 months of probation period.

Annual Gross salary: € 14,107.60

Severance indemnity: not included in the gross annual salary.

Benefits: family allowances according to Italian law - health insurance in favor of the worker, spouse, children up to the age of 26, cohabiting dependents - insurance policies: accidents, pensions.

Start date: immediate.

Duties and Responsibilities: The **Office Manager** will work under the direct supervision of the AICS Islamabad Office’s Director, in collaboration with the Admin Officer and the IT Coordinator, as follows:



- a) Drafting of articulated work orders, notes and administrative documents, especially for managing Human Resources procedures and issues, and follow up of internal and external processes accordingly;
- b) Managing relationships with procurement and financial systems, collaborating with the Accounting Assistant
- c) Drafting office reports; ensuring full support to the Office's Director, managing the filing mechanism.

2. GENERAL REQUIREMENTS FOR ADMISSION

The applicant must possess the following essential requirements at the time of the deadline of the vacancy:

- a) be at least 18 years old.
- b) to be fit for work (AICS has the right to submit the selected candidate to a medical examination).
- c) possess a secondary school diploma or equivalent qualification.
- d) have been resident in Pakistan for at least two years.
- e) not been declared lapsed, dismissed, or dispensed, for any reason, from an employment relationship with the Italian public service/administration.
- f) not have undergone definitive convictions for crimes against the public administration, in Italy and abroad.

3. SUBMISSION OF APPLICATIONS

The application for admission to the tests for recruitment, signed by the applicant, must be submitted, under penalty of exclusion

no later than noon (Islamabad time) on December 9, 2021

The applications, including the signed attachments referred to in paragraph 3.2, may be sent electronically to the following e-mail address: segreteria.islamabad@aics.gov.it, indicating the following wording in the subject of the e-mail: **12 / AICSISLAMABAD / 2021**. AICS assumes no responsibility in the event of communications sent by the applicant but not received at the email address indicated above or received after the above-mentioned deadline.

3.1 The application for admission to the tests must be drawn up **exclusively using the form attached to this announcement (Annex 1)**, in which the applicant must declare, under his/her own responsibility:

- a) surname, first name, date and place of birth, cellular number, e-mail address;
- b) the address to which any communication must be sent (any updates during the selection procedure must be promptly communicated to AICS).
- c) to be fit for work;
- d) to possess the qualifications and requirements for admission to the selection, (art. 2, d) of the vacancy).
- e) to have been resident in Pakistan for at least two years, and specifying for how many years on the row.
- f) the citizenship or citizenships of which one is in possession.
- g) that he/she has not been declared forfeited, dismissed, or dispensed, for any reason, from an employment relationship with the Italian public administration.
- h) that he/she has not undergone definitive convictions for crimes against the public administration, in Italy and abroad.



- i) that he/she is free of any criminal convictions suffered, even if not definitive, including those inflicted abroad, as well as pending criminal proceedings, in Italy and abroad, or not to have suffered convictions and have no pending criminal proceedings, in Italy and abroad.
- j) the qualifications held by the candidate may be subject to evaluation pursuant to art. 4, lett. B1, B3 and B4 of the vacancy.

3.2 Candidates must attach the following documents to their application:

- a) valid identification document (CNIC, ID or Passport).
- b) Motivation letter, in English, dated and signed.
- c) **Curriculum Vitae**, using the format in **Annex 2 - European format - dated, signed, including the authorization to the processing of personal data**, to allow quantifying the score referred to in 4.B.2.
- d) any documentation (ex: certificates) proving possession of the additional qualifications referred to in art. 4.B1, B3, B4 of the current vacancy.

Applicants of Italian citizenship or other European Union's nationality, in place of the documents mentioned in the current point, must submit appropriate self-certification declarations pursuant to art. 46 of the Presidential Decree n. 445 of 28 December 2000, limited to the cases in which the statements, personal qualities and facts are contained in Italian or European Union public registers and, in the latter case, provided the AICS Office in Islamabad is given the opportunity to access to for checks. Should subsequent checks reveal the untruthfulness of the content of the self-declarations, the interested party will incur the criminal penalties referred to in art. 76 of the same Presidential Decree n. 445/2000, immediately forfeiting use and any other benefit that may be obtained based on the untruthful declaration.

3.3. Causes for exclusion from the selective procedure are:

- a) Not having the personal admission requirements referred to in art. 2.
- b) Receipt of the admission application after the deadline set in art. 3.
- c) lack or incomplete declaration referred to in art. 3, par. 3.1;
- d) partial or total absence of attachments to the application for admission referred to in art. 3, par. 3.2;
- e) lack of dating and signature of the application for admission referred to in art. 3, par. 3.1;
- f) lack of dating and signature of the CV referred to in art. 3, par. 3.2, c).

In the occurrence of a lack of admission requirements, AICS may deprive the candidate from the selection's ranking reached at any time, even after the possible stipulation of the employment contract, with consequent termination of the same.

4. EVALUATION OF TITLES AND EXAMINATION TESTS

The Selection Commission, appointed by the Director of the Italian Agency for Development Cooperation, checks the admissibility of applications.

The list of the candidates admitted to the examination tests, in possession of the general admission requirements, is published on AICS Islamabad's website, with the tests' calendarization to be held 10 days later (not earlier) and is considered as an official call for the candidates admitted to the examination tests.



If the candidate does not come to AICS Islamabad Office on the days and times indicated for the examination tests, he will be considered as withdrawing from his/her participation in the selection.

No reimbursement of expenses is granted to the candidate for participating in the examination tests.

Candidates admitted to the selection will be subject to the following theoretical-practical examination test, to which a maximum score of 90 points is assigned.

The scoring mechanism is the following:

A. Examination Tests: up to 90 points

- 1) Written translation, without the use of a dictionary, of an office text from Italian to English: up to 5 points.
- 2) Practical test on accounting procedures and / or drafting of administrative documents: up to 50 points.
- 3) Practical test of advanced computer science: up to 15 points.
- 4) Italian language interview, aimed at verifying the knowledge of the language, the professional aptitudes of the candidate and his / her knowledge of the activities carried out by the AICS Office: up to 5 points.
- 5) English language interview, aimed at verifying knowledge of the English language at level C1 at least of the common European framework: up to 15 points.

In case of a score lower than 8/15 in the test referred to in point A.5) or an overall score lower than 45/90 points in the examination tests, the candidate is considered unsuitable and is not included in the selection ranking.

The Commission, at the end of the examination tests, evaluates the qualifications only for the candidates who are suitable, assigning a score of up to 10 points as follows:

B. Certifications: up to 10 points

- B1. additional academic qualifications in addition to that required for admission: up to 3 points.
- B2. previous professional experience relevant to the role sought: up to 5 points.
- B3. attestations / certifications of knowledge of the English and Italian languages: up to 1.5 points.
- B4. attestations / certifications of the possession of other qualifications and / or professional skills relevant to the role sought: up to 0.5 points.

Following the evaluation of the qualifications, the Selection Commission draws up a selection ranking in order of score, calculated as the sum of the score obtained in the evaluation of each individual exam referred to in letter A. and the qualifications' score referred to in letter B.

In the case of equal scores, priority will be given to the candidate who has achieved the highest overall score in the examination tests and, alternatively, to the youngest age.

The ranking will be published on the AICS Islamabad institutional website and will be valid for 18 months.



5. DOCUMENTATION

The selected candidate must submit the following documentation to the AICS Office in Islamabad:

- a) Birth certificate.
- b) Certificate (s) of citizenship (s).
- c) Certificate attesting to residency in Pakistan in the two years preceding the date of the application submission deadline.
- d) Health Certificate issued by the competent Pakistani authority.
- e) Police Character Certificate issued by the competent Pakistani authority.
- f) Qualification required for admission in certified copy; non-Italian qualifications must be accompanied by an official translation into Italian and the declaration of value issued by the Italian Consular Authority.

With reference to the residence requirement, it should be clarified that the certificate to be presented is usually the residence certificate issued by the competent local authorities.

In the absence of a competent authority, or in case of presumed unreliability of the documents issued by the local authority, the selected candidate may request the Italian Consulate's office the issue of a substitute certification declaring the possession of the requisite (art. 52 of Legislative Decree 3 February 2011, n. 71).

Italian citizens registered with AIRE can submit a substitutive declaration of registration with AIRE.

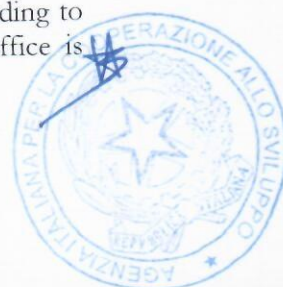
The certification produced by the foreign administration must be legalized. The certification drawn up in a foreign language must be accompanied by an Italian translation that conforms to the original.

The certification referred to in points a), b), c), d) must be presented within 20 days from the date of the request by the AICS Office in Islamabad. The remaining documentation must be presented before signing the contract.

Applicants of Italian citizenship or other European Union's nationality, in place of the certifications referred to in points a), b), c), e), f) must submit the appropriate self-certification declarations pursuant to art. 46 of the Presidential Decree n. 445 of 28 December 2000, limited to the cases in which the states, personal qualities and facts are contained in Italian or European Union public registers and, in the latter case, provided that the AICS office in Islamabad is given the opportunity to access for any checks. Should subsequent checks reveal the untruthfulness of the content of the self-declarations, the interested party will incur the criminal sanctions referred to in art. 76 of the same Presidential Decree n. 445/2000, immediately forfeiting use and any other benefit that may be obtained based on the untruthful declaration.

6. PERSONAL DATA

By submitting applications, candidates consent to the processing of their personal data by the staff responsible for collecting and storing the applications and their processing according to the purposes of the selection procedure. The Director of the AICS Islamabad Office is



responsible for the data's management.

The processing of personal data for the purposes of admission to the examination tests and possible employment will be based on the principles of lawfulness, correctness and transparency to protect the fundamental rights and freedoms of individuals.

To this end, the following information is provided:

1. The joint data controllers are the acting Director of the Italian Agency for Development Cooperation (AICS) and the Director of the AICS office in Islamabad (contacts available on the website of the office: <https://islamabad.aics.gov.it/>);
2. For questions or complaints concerning the processing of personal data, the interested candidate can contact and / or write to the Data Protection Officer / Personal Data Protection Officer (DPO) of the Italian Development Cooperation Agency (AICS), Mr Michele Gorga, Via Salvatore Contarini 25, 00135, Rome, mail: dpo@aics.gov.it;
3. The personal data processed have the sole scope of the admission to the examination tests for candidates and the management of the employment's relationship for the selected candidate / s, as required by law no. 125/2014, art. 19 par. 6, and by the Presidential Decree n. 18/1967, Part II, title VI;
4. Data processing, carried out by specifically appointed personnel.
5. The list of suitable candidates will be published on the website of the AICS Office in Islamabad. The data of suitable candidates will be also communicated to *AICS Human Resources Office* in Rome; the selected candidates' data will be communicated to relevant subjects as per Italian law and local legislation.
6. For unsuccessful candidates, in the absence of other regulatory references, the data will be deleted 5 years after the selection procedure, considering art. 157, 161 and 317 of the Criminal Code, while for reasons of legal security, the data of the selected candidates are kept for a useful time in their respective personal files pursuant to art. 68 of the Presidential Decree n. 445/2000.
7. The interested candidates may request access to their personal data and, under the conditions provided for by the current legislation, to proceed to their rectification. Within the limits of the law and without prejudice to the consequences of the continuation of the administrative process, s/he can also request the limitation of treatment or opposition to treatment. In these cases, the interested party must contact the AICS Office in Islamabad, informing the AICS DPO accordingly.
8. If a candidate believes that his/her rights have been violated, s/he can file a complaint with the AICS DPO. Alternatively, s/he can contact the *Ombudsman for the Protection of Personal Data* Piazza di Monte Citorio 121, 00186, Rome - Tel. +39.06.696771 (switchboard) - mail: garante@gdpd.it pec: protocol@pec.gdpd.it.

6. SAFEGUARD CLAUSE

AICS Islamabad may withdraw the vacancy announcement for motivated organizational and financial reasons.

