

Agenzia Italiana per la Cooperazione allo Sviluppo

SELECTION NOTICE

FOR THE HIRING OF FIXED-TERM STAFF

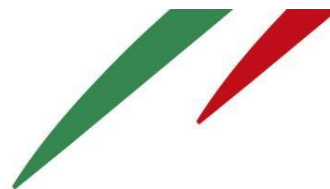
AT AICS DI TIRANA

NOTICE CODE:	AICS_TIRANA_07/2024
QUALIFICATION:	Expert
PROFILE:	Project Coordinator
LEVEL:	Medium
PROJECT:	<i>“Improve the capacity of independent justice institutions in Albania – EU4Justice”</i>
AID:	012761/01/0

GIVEN the law of 11 August 2014, n. 125, containing “General regulations on international cooperation for development”.

HAVING regard to the Regulation containing: "Statute of the Italian Agency for Development Cooperation", approved by decree of the Minister of Foreign Affairs and International Cooperation of 22 July 2015, n. 113, and in particular article 11, paragraph 1, letter. c) and following;

GIVEN the decree of the Minister of Foreign Affairs and International Cooperation of 15 December 2015 n. 2438, approving the "Regulations for the organization of the Italian Agency for Development Cooperation" and subsequent amendments, and, in particular, article 5, paragraph 4;



GIVEN Joint Committee Resolution no. 101 of 19 November 2019, and, in particular, the annex "Criteria and methods for the selection of personnel not belonging to the Public Administration to be hired with a fixed-term private law contract governed by local law referred to in article 11, paragraph 1, letter c) of the AICS Statute".

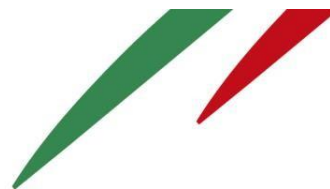
GIVEN the Decision of the director of the Italian Agency for Development Cooperation (hereinafter also "AICS") n. 1846 of 06/26/2023, containing "Adoption of the regulations for fixed-term local private law employment contracts stipulated by the foreign branches of the Italian Agency for Development Cooperation pursuant to art. 11, paragraph 1, letter. c) of the Decree of the Ministry of Foreign Affairs and International Cooperation 22 July 2015, n. 113 - Amendments and additions to Directorial Resolution no. 454 of 21 December 2022", and subsequent amendments, as well as the related annexes;

**THE DIRECTOR OF THE
OFFICE
ANNOUNCES**

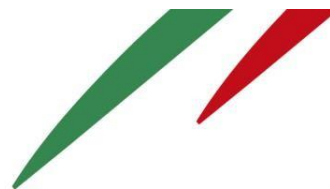
A selection procedure for fixed-term personnel is announced, pursuant to art. 11, paragraph 1, letter. c) of the Decree of the Minister of Foreign Affairs and International Cooperation of 22 July 2015, n. 113, according to the specifications indicated below.

1. CONTENTS AND PURPOSE OF THE ASSIGNMENT

POSITION (JOB TITLE)	Project Coordinator
PLACE OF WORK	AICS Tirana Office. The place of work may be changed by the AICS Tirana Director, subject to authorization from AICS Rome, during the contractual validity period for reasons of Public utility, with at least 30 days' notice.
CONTRACTUAL TYPE	Fixed-term employment contract under private law governed by local law of Albania.
PROBATIONARY PERIOD	



WORKING HOURS	36 hours per week
DURATION OF ASSIGNMENT	9 months, renewable
MAIN TASKS	<p>In close coordination and, in any case, under the supervision of the Director and Deputy Director of the Office, the candidate will be called to:</p> <ul style="list-style-type: none"> • Supervise all the cross-cutting topics of implementation of the project. • Ensure support to Albanian governance institutions (HJC, HPC and HJI) in strengthening inter-institutional coordination and cooperation, including communication with the public. • Organize and chair coordination meetings with the three implementing partner institutions as well as seminars, counseling events, workshops, training and developing of personnel. • Supervise the preparation and submission process of detailed project work plan. • Ensure overall technical, administrative, and financial management of the project. • Coordinate the institutional capacity building components of the project. • Manage the logistics and coordinate the activities/events, record and disseminate the outputs of technical and other working groups that may be formed in support of the various project deliverables. • Liaise with central and local stakeholders, partner institutions, international multilateral agencies and NGOs and CSOs. • Ensure coordination and synergies with all other projects implemented in the field of Justice and Rule of Law in Albania. • Coordinate the technical formulation of calls for bids and proposals for grants, services, works, and supplies contracts. • Organize and manage meetings, including appointments with stakeholders/consultations, logistical arrangements. • Assist external technical and evaluation missions, including audit, and organize/submit all required documentation. • Conduct follow-ups, technical monitoring on measures and project progress administration, reports for verification of workmanlike execution of works. • Coordination of human, financial and logistical resources management through the Preparation of periodic operational plans.



	<ul style="list-style-type: none"> • Track and monitor the progress of each project initiative and adjust as necessary to ensure the successful completion of each project. • Assist in the development of presentations to highlight the progress of the project. • Ensure the project is properly closed out and project documentation completed and stored. • carry out any further activities required in relation to the qualification deemed necessary by the Director of the office. • Providing assistance and ensuring coordination with the thematic contacts of AICS Rome.
<p>GLOBAL GROSS ANNUAL REMUNERATION</p>	<p><u>Annual Gross Salary</u>: Euro 46.159,00.</p> <p><u>annual Gross allowance</u>: (recognized only in the case of tax residence outside the country of performance):Euro 33.233,00.</p>

The gross annual salary (RAL) cannot be changed for the entire duration of the employment contract.

The allowance, where applicable, is subject to periodic review in relation to the progress of the terms of reference defined by the art. 5 of the annex to CC Resolution no. 101/2019 and, consequently, may undergo increases or decreases during the contractual validity period.

The selected candidate, during the period of validity of the contract stipulated with AICS, will be subject to the constraint of the exclusivity of the service and will therefore not be able to carry out other work activities, in any form and even outside working hours. work, pursuant to art. 11, paragraph 3 of Ministerial Decree no. 113/2015.

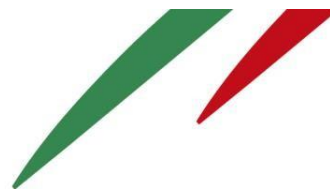
2. ESSENTIAL AND PREFERENTIAL REQUIREMENTS

The essential requirements indicated below must be met on the deadline for submitting applications for admission to this selection notice.

2.1. Essential requirements

To be admitted to the selection, the candidate must possess the following essential requirements:

- a) be at least 18 years of age.
- b) be physically fit to carry out the duties envisaged by the assignment.



- c) enjoy civil and political rights;
- d) not having reported, in the three-year period prior to the expiry date of the selection notice, an insufficiency rating ("Severely Insufficient" or "Insufficient") in the evaluation of the work performed under employment contracts signed with AICS foreign offices.
- e) not have been criminally convicted, not subject to prevention measures and not subject to criminal or accounting proceedings either in Italy or abroad;
- f) not have incurred dismissal, dispensation, forfeiture or dismissal from employment or other employment relationship with a public administration, both in Italy and abroad;
- g) be in possession of: ("*Laurea Magistrale / Specialistica / Diploma di laurea vecchio ordinamento*" in case of Italian university system) or equivalent foreign degree relevant to the field of law, business management, social sciences, international relations, or master's degree / master's degree / Old Degree or equivalent foreign degree in another field accompanied by experience in the field of rule of law of at least 5 years.

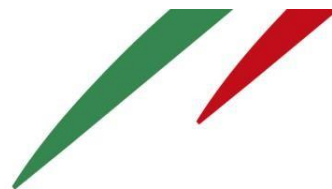
Alternatively, possession of a three-year degree / first level degree or comparable foreign qualification relating to the field of law, business management, social sciences, international relations accompanied by at least 3 years of experience in the same field of rule of law or three-year degree / first level degree or other comparable foreign qualification in another field accompanied by at least 8 years' experience in rule of law.

- h) have gained the following professional experience: proven experience of at least 5 years in a position comparable to that envisaged in the selection notice.
- i) possess a knowledge of the Italian language equivalent to level C1 of the Common European Framework and of the English language equivalent to level C1 of the Common European Framework.
- j) know and be able to use the following IT applications: Microsoft Office package in all its main applications (*Word, Excel, PowerPoint, Teams, Outlook, SharePoint, OneDrive*).

2.2. Preferential requirements

They are considered as preferential requirements and evaluated for the purposes of assigning the score of the qualifications referred to in the following art. 4, under the heading "Other qualifications or professional skills":

- a) Qualifications in addition to those required in point 2.1. letter g) of the Notice relevant for the performance of the assignment.
- b) Specific, proven experience in managing projects in the judicial reform process field.
- c) Previous work experience at the Italian Agency for Development Cooperation/ Ministry of Foreign Affairs and International Cooperations



- d) Proven knowledge and/or proven previous experience in EU judiciary systems/ EU judiciary reform processes.

3. SUBMISSION OF APPLICATIONS

3.1. Applications submission

The application for admission to the selection tests, signed by the candidate, must be submitted, under penalty of exclusion:

WITHIN AND NOT BEYOND THE HOURS 12.00 OF THE DAY 03 JUNE 2024

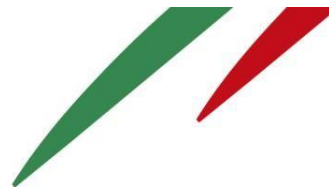
The applications, including the signed attachments referred to in paragraph 3.2, may be sent electronically to the following email address: risorseumane.tirana@aics.gov.it, indicating in the **subject** of the email the code of the Notice reported in the heading of this Selection Notice with the **words "Application for Application Notice CODE AICS_TIRANA_07/2024"**. The Agency assumes no responsibility in the event of communications sent by the candidate but not received at the email address indicated above or received after the deadline of this Notice.

Delivery of the application by hand or by courier is also permitted, at the AICS Tirana Office, at the address **Rruga Abdi Toptani, Torre Drin, 5th Floor, Tirana, Albania**: for the purposes of complying with the deadline set by the Notice, for these delivery methods are confirmed by the date and time placed on the package by the AICS operator at the time of delivery.

3.2. Contents from the request

The application for admission to the selection must contain all the following declarations, which the candidate makes under his own responsibility, **under penalty of exclusion**:

- a. surname, name, date of birth, place of birth, place of residence, place of domicile if different from place of residence, **country of tax residence**.
- b. telephone number and e-mail to which communications relating to the procedure must be sent (any updates to contact details must be promptly communicated to the AICS office);
- c. to be physically fit to carry out the duties envisaged by the assignment;
- d. the qualification held for admission to the selection, pursuant to art. 2, point 2.1, letter g) of the Notice.
- e. to have gained the professional experience referred to in art. 2, point 2.1, letter h) of the Notice.

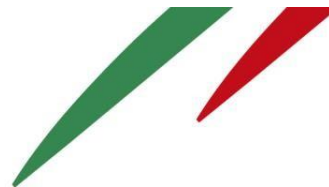


- f. the citizenship, or citizenships, he/she holds;
- g. to enjoy civil and political rights;
- h. that in the three-year period prior to the expiry date of the selection notice, has not reported an insufficiency rating in the evaluation of the work performed in the context of employment contracts signed with the AICS offices.
- i. not to have had any criminal convictions, not to be the recipient of preventive or non-preventive measures be subjected to criminal or accounting proceedings both in Italy and abroad.
- j. not to have incurred dismissal, dispensation, forfeiture or dismissal from employment or other employment relationship with a public administration, both in Italy and abroad;
- k. to possess knowledge of the language(s) required by the art. 2, point 2.1, letter i) of the Notice equivalent to level C1 of the Common European Framework for the Italian language and to level C1 of the Common European Framework for the English language.
- l. to know and be able to use the IT applications required by the art. 2, point 2.1, letter j) of the Notice.

Candidates of Italian and European Union citizenship must include the following declaration at the bottom of the application: "*The declarations made in this application are made pursuant to articles. 46 and 47 of the Presidential Decree of 28 December 2000 n. 445, 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 headquarters is given the possibility of access for any checks. If subsequent checks reveal the untruthfulness of the content of the substitute declarations made, the interested party is aware that he or she will incur the criminal sanctions referred to in the art. 76 of the same Presidential Decree no. 445/2000, immediately forfeiting employment and any other benefits obtained on the basis of the untruthful declaration*".

The candidate **must attach** the following documents to their application:

- a) valid identity document;
- b) Italian tax code (if available);
- c) curriculum vitae, dated and signed, with authorization to process personal data, from which the useful elements for the purposes of quantifying the score for qualifications referred to in the following art. are clearly deduced and with the necessary level of detail. 4, point 4.2., and must include the following declaration at the bottom of their curriculum vitae: "*Pursuant to art. 46 of Presidential Decree n. 445/2000, aware of the responsibilities and criminal sanctions provided for by the art. 76 of the same Presidential Decree for false certifications and mendacious declarations, under my own responsibility, the undersigned declares that what is reported in this curriculum vitae*



corresponds to the truth".

The following are **grounds for exclusion from the selection process**:

- a) the receipt of the application for admission after the deadline set in the art. 3, par. 3.1;
- b) failure to date and sign the admission application referred to in the art. 3, par. 3.2;
- c) failure to declare possession of the admission requirements referred to in art. 2, par. 2.1;
- d) failure or incomplete declaration, in the application for admission, in relation to the elements that do not constitute essential requirements pursuant to art. 2, par. 2.1;
- e) the partial or total absence of the attachments to the application for admission;
- f) failure to date and sign the curriculum vitae;

The failures referred to in (b), limited to non-dating, (d), (e) and (f) are subject to preliminary relief, communicated to the email address provided by the candidate, within a deadline set by the AICS office.

In case of failure to meet the eligibility requirements, the Agency may at any time, even after the eventual conclusion of the individual employment contract, resulting in the termination of the same, disqualify the candidate from the merit list.

The Agency assumes no responsibility for communications sent by the candidate to AICS or sent by AICS to the candidate, to the email address indicated by the candidate in the application, but not received for any reason and at any stage of the recruitment procedures and any hiring.

4. EVALUATION OF QUALIFICATIONS OF THE INTERVIEW

4.1. Prodromal steps to the evaluation

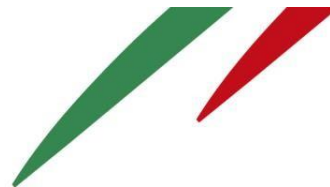
Once the deadlines for the Notice and those possibly set for the preliminary relief have passed, the Director of the office, as responsible for the procedure, evaluates the admissibility of the applications in relation to the presence of the essential requirements and the absence of causes of exclusion.

The list of admitted candidates is published on the AICS Tirana Office website and does not require further information communications to candidates, both admitted and excluded.

The Examination Commission is appointed by the Director of the office following the expiry of the terms of the Notice.

4.2. Evaluation

The Examination Commission evaluates the admitted applications by assigning a maximum overall score



of **30 points** to each candidate, according to the methods specified below. Scores are assigned without using decimals.

TITLES: until to 15 points

- Relevance of professional experience, wherever acquired, useful for carrying out the role: **up to 7 points;**
- Relevance of the experience professional useful to the ends of the completion of the assignment matured at a site foreign AICS/DGCS: **until to 3 points;**
- Language skills and use of IT tools: **until to 2 points;**
- Other qualifications or professional skills relevant to the performance of the assignment: **up to 3 points**

INTERVIEW: until to 15 points

Candidates admitted to the selection are invited, via email, for an interview, the outcome of which is awarded a **maximum score of 15 points**.

The interview takes place at the AICS Tirana Office or via audio-video connection, at the candidate's choice, in the language indicated as an essential requirement in the Notice (even more than one if applicable).

The interview, which may also include technical-practical tests, is aimed at deepening the candidate's wealth of knowledge and experience, the skills relevant to the tasks to be carried out, the language skills required, the interpersonal skills and anything else deemed necessary to evaluate the profile of the candidate with respect to the position to be filled.

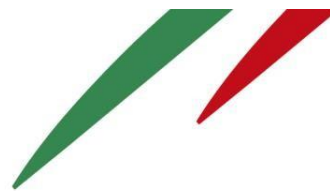
Failure to show up on the date and time set for the interview, in the absence of valid reasons, however subject to the unquestionable evaluation of the Commission for the purposes of acceptance or rejection, is considered as a renunciation by the candidate to continue with the selection.

Candidates are not entitled to reimbursement of any expenses incurred in attending the interview.

5. OUTCOMES FROM THE SELECTION

The final merit ranking is made up only of candidates who have obtained an evaluation of no less than 10/15 points in the interview.

The ranking is formed in decreasing order of the sum between the scores obtained by the candidates in the qualifications and that obtained in the interview. In the event of an equal overall score, priority is given to the candidate who obtained the highest score in the interview and, in the event of a further tie, to the



youngest candidate.

The ranking list is published on the AICS Tirana Office website and does not require further communication with candidates. The ranking remains valid for one year: the AICS Tirana Office has the right to extend the validity of the ranking for a further year for justified needs related to the implementation of the project.

In case of withdrawal of the winning candidate or early termination of the contract, the AICS Tirana Office may scroll down the ranking if the necessary financial resources are available.

The winning candidate will be invited by the AICS Tirana Office to present the necessary documentation for the purposes of hiring.

In any case, the employment contract will not be signed with the selected candidate whose chronological age is higher than the legal age required for retirement by the social security legislation to be applied in relation to the subjective situation of the candidate or that age is acquired within the established deadline of the same contract.

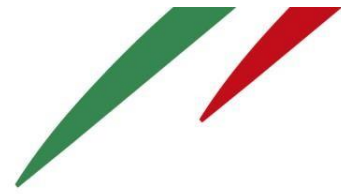
6. PERSONAL DATA

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

The processing of personal data for the purposes of admission to exams and possible hiring will be based on the principles of lawfulness, correctness, and transparency to protect the fundamental rights and freedoms of natural persons.

To this end, the following information is provided:

1. The joint data controllers are the Director of the Italian Agency for Development Cooperation and the Director of the AICS Tirana Office;
2. For questions or complaints regarding the processing of personal data, the interested party can write to Data Protection Officer / Personal Data Protection Officer (DPO) of the Italian Agency for Development Cooperation, at the email address: dpo@aics.gov.it ;
3. The personal data processed has the sole purpose of admission to the exams for the candidates and the management of the employment relationship for the winner.
4. The data processing is carried out by specifically appointed personnel.
5. The winner's data will be communicated to the subjects required by Italian and local legislation: trusted lawyers for defense before the local court, private insurance companies for the obligations referred to in the art. 158 of Presidential Decree n. 18/1967; INPS, INAIL, local social



security/welfare bodies, local authorities for the purposes of the necessary obligations.

6. For non-winning candidates, in the absence of other regulatory references, the data will be deleted 5 years after the selection procedure, taking into account the articles. 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 the respective personal files pursuant to art. 68 of Presidential Decree n. 445/2000.
7. The interested party may request access to their personal data and, under the conditions established by current legislation, their rectification. Within the limits of the law and without prejudice to the consequences of the subsequent administrative procedure, he may also request the limitation of the processing or the opposition to the processing. In these cases, the interested party must contact the AICS Tirana Office, informing the Agency's DPO for information.
8. If he believes that his rights have been violated, the interested party can submit a complaint to the DPO of the Agency. Alternatively, you can contact the Guarantor for the Protection of Personal Data, at the following addresses: garante@gdpc.it , protocol@pec.gdpc.it .

7. SAFEGUARD CLAUSE

The AICS Tirana Office reserves the right to revoke this notice or not to proceed with the hiring of the winning candidate for justified organizational and/or financial reasons.

AICS Tirana Director

Stefania Vizzaccaro

THIS NOTICE WAS PUBLISHED ON THE WEBSITE OF THE AICS TIRANA OFFICE ON 17/05/2024.