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DELPAZ - Manica and Tete Sub Programme
Sub-Programme for the Provinces of Manica and Tete of “DELPAZ -
Local Development for the Consolidation of Peace in Mozambique”
FED/2020/419-61



PROFESSIONAL VACANCY ANNOUNCEMENT NO. 1/AICSMAPUTO/2022

INTERNATIONAL COMMUNICATION OFFICER

Profile: Communication Officer
Professional level: Expert “Low 2”

Programme: “DELPAZ - Local Development for the Consolidation of Peace in Mozambique” (hereafter referred to as “the Programme”), financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS) for the Provinces of Manica and Tete.

Applicable regulations:

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

The decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015 n. 113 “*Regolamento recante - Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo- ed in particolare in capo terzo, articolo 11, comma 1, lettera c)*”.

Resolution of the Joint Committee of 19 November 2019 n. 101 “*Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale di cui all’articolo 11 comma 1 lettera c) dello Statuto AICS*”.

The decree of the AICS General Director of 05 February 2021 n. 28.

Labour Law of Mozambique n.23 of 1 August 2007.

The **AICS Maputo Regional Office** intends to recruit a **Communication Officer** of the Programme Management Unit (PMU) responsible for the implementation of the Italian component of the Programme.

PROGRAMME BACKGROUND

The European Union’s strong commitment to Mozambique’s October 2019 Peace Agreement has motivated funding by the 11th European Development Fund for a comprehensive framework comprised by several interventions, including: (1) Disarmament, Demobilization and Reintegration (DDR), (2) National Reconciliation, (3) Decentralization, and (4) Socio-Economic Rehabilitation through support to livelihoods in conflict-affected areas (DELPAZ – Local Development for the Consolidation of Peace in Mozambique). The Sub – Programme for the Provinces of Manica and Tete of DELPAZ contributes to the implementation of the fourth pillar of the EU Programme.



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ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION

The **overall objective** for this pillar is **"to contribute towards consolidation of peace at subnational levels in Mozambique"**. The specific objectives reflect the two main components of the pillar: **local governance** (SO1, "to enhance inclusive local governance in selected provinces and conflict affected districts") and **economic recovery** (SO2, "to improve the livelihoods of rural communities in conflict affected districts, with a special focus upon women and disadvantaged groups"), focusing on Sofala, Manica and Tete Provinces. The implementation modalities established by the EU Delegation in Mozambique foresee Indirect Management with the United Nations Capital Development Fund (UNCDF) for SO1, and the Italian Agency for Development Cooperation (AICS) and the Austrian Development Agency (ADA) for SO2. These three Actions are funded under the same Description of EU Action Document (CRIS number: FED/MZ/2018/041-899) and will be implemented in close coordination under the same institutional umbrella.

AICS has been tasked with the implementation of SO2 in selected Districts of Manica and Tete Provinces. To this end, the AICS Action will work through local structures to enhance livelihood opportunities in eight selected conflict-affected districts: 5 districts (Guro, Tambara, Barue, Macossa and Gondola) in Manica and 3 (Moatize, Tsangano and Doa) in Tete. AICS Action will promote investments in climate-resilient small-scale infrastructure and agricultural technologies and practices aiming at increasing farmers' resilience to climate change impacts, natural disasters and other crises, and encourage inclusive market-led initiatives. The expected outputs are: (2.1) Enhanced public investment and service provision in selected districts and rural municipalities; (2.2) Increased adoption of climate-smart and productivity-enhancing agriculture technologies and practices by conflict-affected communities; (2.3) Enhanced market integration and off-farm economic activities of conflict-affected communities.

TERMS OF REFERENCES

Profile: Communication Officer – Expert "Low 2"

Duty station: Maputo with short-term missions to Manica, Tete, Sofala and other Provinces, according to the security situation.

Type of Contract: fixed-term contract as identified by the Labour Law of Mozambique n.23 of 1 August 2007, in compliance with the fundamental principles of the Italian law.

Remuneration:

Gross annual salary: Euro 34.517,48.

Remuneration also includes allowances for the expert who carries out his work in Mozambique or in the countries of competence of the Maputo Office, in accordance with the AICS rules and regulations. Allowances amount to an annual net value of Euro 27.613,80.

The remuneration is established in accordance with the AICS rules and regulations, in particular: *"Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale"* as provided for by the Resolution of the Joint Committee of 19 November 2019 n. 101 and the decree of



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the AICS General Director of 05 February 2021 n. 28.

Any additional benefits may also be provided according to the availability of the financial resources of the Programme.

Duration: 24 months – including a two-month probation period – with possible extension, subject to needs, availability of funds, satisfactory performance and the duration of the Programme.

Expected start date of employment: at the end of the recruitment process.

1. KEY FUNCTIONS

Under the overall supervision of AICS Regional Representative in Maputo, the direct supervision of the Programme Coordinator, in close collaboration with the PMU Team and in close consultation with relevant AICS and Embassy officials in Maputo, the **Communication Officer** will contribute to the correct implementation of communication, visibility, reporting and external relations activities of the Italian Cooperation component of the Programme. In particular, s/he will perform the following tasks:

- a) Lead the implementation and monitoring of the Programme Communications and Visibility plan, including analysis on target audiences, stakeholders and beneficiary communities;
- b) Sustain partnerships with communication and public information officers at the EU Delegation, ADA, UNCDF, and Mozambican authorities as appropriate, to ensure alignment and commonality in strategic communications around the Programme;
- c) Contribute to create and implement the Programme communication and visibility strategy;
- d) Build communications partnerships and media alliances;
- e) Build capacity of partners and provide technical guidance on the use of communication tools;
- f) Lead the development, editing, production and dissemination of communication and visibility material about the Programme for internal and external communication channels, i.e. publications, proceedings of events/meetings, presentations, briefs, newsletters, brochures, factsheets, infographics, posters, banners, e-media, among others. Coordinate with external suppliers and consultants for content development, editing, production and distribution of communication products and reports, and for the organization of events;
- g) Identify and use of the most effective channels for dissemination of all information products to relevant target audiences;
- h) Ensuring that programme activities are successfully supported and communicated to staff and key external stakeholders;
- i) Contribute to the preparation of communication and visibility budgets;
- j) Contribute to the management and improvement of the social media platforms, including Facebook, Twitter and Instagram;
- k) Produce, review and perform quality control of all Programme external reports and official documents;
- l) Organize and conduct the communication and visibility component of programme activities/events including drafting the background notes, agreeing the terms of participation with partners, media relations, preparing talking points, invitations, press-releases;
- m) Draft press releases and media kits;
- n) Contribute to structure the PMU internal and external communication flow and the physical



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- and digital archives about the Programme, ensuring the knowledge management;
- o) Lead the organization of Programme-related events and meetings, with regards to the communication, visibility and outreach aspects and interaction with the press and media outlets;
- p) Create synergies with communication and visibility actions and related plans/platforms carried out by AICS Maputo and coordinate with relevant officers at AICS HQ, as well as at the Embassy in Maputo;
- q) Perform any other relevant tasks as required.

Prohibition to exercise other activity. The selected candidate must not have carried out, during the last three years, any entrepreneurial activity in the country of service, nor be in a situation of conflict, even potential, of interests that affect the impartial exercise of the functions, as provided for in Article 53 of Legislative Decree no. 165 of 2001, amended by Law no. 190 of 2012 and by the *Codice Etico e di Comportamento dell’AICS* referred in point 7 here below. The Administration reserves the right to verify, under penalty of exclusion, the correspondence of what has been declared in this regard by the selected candidate.

2. REQUIREMENTS

Candidates will be considered eligible for selection on the basis of the following essential requirements, to be fulfilled by the deadline for applications:

- a) Age not exceeding (at the time of signing the contract) that required for retirement by local regulations or by Italian regulations for candidates subject to the Italian social security system (67 years);
- b) Medical fit for employment;
- c) Have obtained the qualification required by the selection notice, as specified in point 2.1 a);
- d) Have acquired the professional experience required by the selection notice in the relevant sector, as specified in point 2.1(b);
- e) Fluency in written and spoken English (C1 Level - Common European Framework of Reference);
- f) Fluency in written and spoken Italian (C1 Level - Common European Framework of Reference);
- g) Proficiency in the use of Microsoft Office applications.

The requirements set out in this Article shall be met throughout the duration of the contract.

2.1 Special requirements

- a) Graduate Certificate/Bachelor in Communications Studies, Journalism, International Relations, Political and Social Sciences, International Development or related fields of study (level 6 European Qualification Framework EQF). Other degrees (level 6 European Qualification Framework EQF) may be accepted in the presence of highly qualified professional experiences related to the responsibilities of this position;
- b) At least 3 years of relevant professional experience working in communication, visibility, reporting, public relations, advocacy, (i.e. audio-visual materials, social media platforms, edit, publication and dissemination, supporting data collection, analysis);



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2.2 Preferred requirements

The following will constitute the preferred qualification for the position:

- a) Master's degrees/ Post Graduate Diploma (Level 7) and/or additional training on Communications, International Journalism, Media studies, Public Relations and others related to these areas;
- b) Fluency in written and spoken Portuguese (B1, B2, C1, C2 Level - Common European Framework of Reference);
- c) English (C2 - Common European Framework of Reference) and Italian (C2 - Common European Framework of Reference);
- d) Previous experience with DGCS/MAECI and/or AICS and/or EU and/or International Organizations and/or CSO or other public and private subjects in activities similar to those covered by this announcement;
- e) Previous experience in an international/multicultural environment, preferably in developing countries.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Professional experiences indicated in the curriculum vitae are accounted only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research or studies must be provided in the application. Upon request, candidates must be able to provide supporting documentation clearly indicating the duration and nature of those experiences.

3. HOW TO APPLY

The submission of the application duly signed should indicate the number of the vacancy announcement. The application should include:

1. Signed Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445) – as per the attached template, declaring:
 - a) Name, surname, date and place of birth;
 - b) Age not exceeding (at the time of signing the contract) that required for retirement by local regulations, or by Italian regulations for candidates subject to the Italian social security system (67 years);
 - c) Residence;
 - d) Citizenship;
 - e) Full enjoyment of political and civil rights;
 - f) Absence of convictions for any criminal offence and absence of any pending criminal charge both in Italy and abroad;
 - g) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad.

Any false declaration will incur on penal sanctions according to article 76 of Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented, facing immediate termination of



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employment and loss of any wrongfully obtained benefit.

2. The application should also include:

1. Dated and signed Curriculum vitae in English (Europass format), including authorization to process personal data;
2. Dated and signed motivation letter in English;
3. Copy of valid passport or identity card.
4. Illustration of communication material and/or links to audio-visual material produced by the applicant.

The applicant should also provide a telephone number and an email address for communications and must notify AICS Maputo of any change occurred after the submission of the application.

The applications duly dated and signed, and in non-editable pdf. format, should be submitted to the following email address: maputo@aics.gov.it by **10 March at 23:59:00 midnight (Mozambique time)**. The subject of the email must contain the vacancy announcement number **1/AICSMAPUTO/2022 – Communication Officer**.

Please note that only complete applications received within the deadline will be accepted and considered.

We encourage applicants to submit the application well before the deadline date, since heavy internet traffic or connection problems could lead to difficulties in submission. AICS cannot be held responsible for any delay due to such difficulties.

4. EXCLUSION FROM SELECTION PROCEDURES

The following will determine exclusion from the selection procedure.

- a) Applications lacking any of the essential eligibility requirements;
- b) Application received after the deadline stated in this announcement and using models other than those provided for in this announcement;
- c) Application documents (including annexes) not signed.

5. EVALUATION OF APPLICATIONS

Once the terms of validity of the notice have elapsed, the AICS Office in Maputo assesses the admissibility of the applications regarding the presence of the essential requirements and the absence of causes for exclusion. The exclusion is communicated to the candidates concerned.

Subsequently, the AICS Regional Representative appoints a selection committee who meet the requirements for autonomy and impartiality with respect to the candidates. The committee assesses the merits of the applications by assigning a maximum overall score of 100 points according to the following criteria:



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QUALIFICATIONS (Max 70 points)

Assessment of education, professional experience and competences, and possession of preferred requirements as indicated in the documentation submitted by the candidate, will be carried out according to the below parameters:

Education (*further qualifications than the essential ones required*) - up to 10 points

Language skills - up to 10 points

Professional experience – up to 40 points

Other qualifications or professional skills – up to 10 points

INTERVIEW (Max 30 points)

Only candidates scoring minimum 40 points under “QUALIFICATIONS” will be included in the shortlist and invited for an interview.

However, the committee reserves the right to invite for an interview only the first 8 candidates according to the provisional ranking list.

The interview takes place via video conference (e.g. Skype, Zoom, Teams).

The interview shall be held in the languages indicated in the call for applications and shall assess the applicant’s knowledge and experience, his or her ability to carry out the task in question, the language skills required and any other skills deemed necessary to assess the candidate’s profile in relation to the post to be filled. The interview notice is sent by e-mail to the address indicated by the candidate at the time of application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.

Final scoring

Candidates scoring at least 60 points at the end of the process will be included in the final list of retained candidates.

6. RESULTS OF THE SELECTION

Only the retained candidates will be informed via email of the results of the selection process.

The candidate with the highest score in the ranking list is offered the position via email. The ranking list remains valid for one year and can be extended for another year for motivated needs related to the implementation of the initiative. In case of a decline by the selected candidate or an early termination of the contract, the office reserves the right to appoint another candidate from the ranking list - if the necessary financial resources are available.

In the event of equal scoring, the youngest candidate will be preferred. The ranking list is published on



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AICS and AICS Maputo Office websites.

Due to essential service reasons, the candidate with the highest score in the ranking list must be able to take up service in Maputo not later than 1 month from the publication of the ranking on AICS websites. In case the availability is not granted, the office reserves the right to appoint another candidate from the ranking list.

7. PROTECTION OF PRIVACY

The submission of applications by a candidate implies consent to the processing of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and to their use for the purpose of the selection process

The AICS Regional Representative in Maputo is responsible in relation to personal data handling.

8. SUSPENSION AND PROTECTION CLAUSES

AICS reserves the right to cancel or delay the recruitment process at any stage and at its own discretion.