



Desenvolvimento Local
para a Consolidação da
Paz em Moçambique

PROFESSIONAL VACANCY NOTICE N. 2/AICSMAPUTO/2023

GENDER AND SOCIAL INCLUSION ASSISTANT

Code: 2/AICSMAPUTO/2023

Profile: Gender and Social Inclusion Assistant for the 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) in the Provinces of Manica and Tete.

Sector: gender and social inclusion

Applicable legislation:

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 Italian Agency for Development Cooperation n. 28 of 5th february 2021 "*Linee guida per l' applicazione dei principi fondamentali dell' ordinamento italiano ai contratti stipulati ai sensi e per gli effetti dell' art. 11, comma 1, lett. c) del Decreto del Ministero degli Affari Esteri e della Cooperazione Internazionale 22 luglio 2015, n. 113*".

The Contribution Agreement between the European Union and Italian Agency for Development Cooperation (AICS) n. FED/2020/416-614 and the related addendum n. FED/2022/431-433.

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

The AICS MAPUTO

Announces

It is open a recruitment process for the vacancy of a Gender and Social Inclusion Assistant for the Programme "DELPAZ - Local Development for the Consolidation of Peace in Mozambique", financed by the European Union.

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



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support to livelihoods in conflict-affected areas (DELPAZ - Local Development for the Consolidation of Peace in Mozambique). The Sub-Programme DELPAZ for the Provinces of Manica and Tete contributes to the implementation of the fourth pillar of the EU programme.

The **overall objective** of DELPAZ is "**to contribute towards consolidation of peace at subnational levels in Mozambique**". The specific objectives reflect the two main components of the program: 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 of Capital Development Fund (UNCDF) for SO1, the Italian Agency for Development Cooperation (AICS) and Austrian Development Agency (ADA) for SO2. Therefore, three subprograms 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 framework..

AICS has been tasked with the implementation of SO2 in selected Districts of Manica and Tete Provinces. To this end, AICS Action works in coordination with the local leaders to enhance livelihood opportunities in eight selected conflict-affected districts: 5 districts (Guro, Tambara, Gondola, Barue and Macossa) in Manica and 3 (Dôa, Moatize and Tsangano) in Tete. AICS includes the promotion of climate-resilient small-scale infrastructure and agricultural technologies and practices aiming at increasing farmer's resilience to climate change impacts, natural disasters and other crises, encouraging 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.

1. TERMS OF REFERENCE

Profile: Gender and Social Inclusion Assistant

Duty station: Chimoio (Manica Province), with short-term missions in Tete, Sofala and other Provinces, according to the safety situation.

Contract: fixed-term contract as identified by the Labour Law of Mozambique, in compliance with the fundamental principles of the Italian law.

Remuneration: the gross salary will not exceed 16.800,00 Euro per year.

Duration: 20 months – including a 60 working days – with possible extension subject to needs, availability of funds, satisfactory performance and duration of the Programme.

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

Job purpose: to provide technical support, guidance and supervision for the integration of the gender and social inclusion approach in all the programme activities, contributing to their implementation.

Job description:

The Gender and Social Inclusion Assistant should ensure that women and men, as well as members of vulnerable groups, have access to, participate in, and benefit from the opportunities, resources, services, training, and other activities provided by the programme.



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Under the general supervision of the AICS Regional Representative in Maputo, the direct supervision of the Programme Coordinator, in close collaboration with the PMU team and the Programme Officer based in Chimoio, **the Gender and Social Inclusion Assistant** will ensure the consolidation and supervision of gender and social inclusion issues in the activities planned by DELPAZ Manica and Tete. In particular, will perform the following tasks:

- 1) Support the gathering and documentation of the best practices and lessons learned at provincial, regional, national and international levels on gender and social inclusion in the thematic areas of interest to the programme, in particular: the local economic development, food security, climate changes, peace and post-conflict reintegration;
- 2) Contribute to the development and implementation of the strategy to integrate, into its activities, gender equity, women's empowerment and social inclusion at the community level, ensuring the alignment with the national strategies and the continuous integration of a social and gender perspective in the interventions;
- 3) Ensure that gender equity, women's empowerment and social inclusion are always considered in carrying out all programme activities, supervising and/or supporting the implementation of evidence-based interventions that promote the participation of women, youth and vulnerable groups;
- 4) In coordination with the AICS regional Office in Maputo, ensure that the DELPAZ interventions in the component of local development be aligned with other instruments for the gender equity and social inclusion supported by European Union in Mozambique.
- 5) Organize meetings and trainings to empower the program staff, local partners and stakeholders on issues of gender equity and social inclusion;
- 6) Contribute to the analysis of gender aspects, women's empowerment and social inclusion in all the activities and, in coordination with those responsible for the M&E system, assist in the development of indicators to monitor the impact of gender, diversity and social inclusion, and to support for the data collection and control;
- 7) Contribute to the identification of the main social constraints in the beneficiary communities and suggest approaches to overcome them based on evidence-based practices;
- 8) Support field activities and facilitate consultation/discussion with the target groups and actors involved in the programme (among which: district authorities, local leaders and members of advisory councils, farmers, beneficiaries of DDR process, local entrepreneurs and service providers, education and training institutions, civil society organizations, implementing partners), as well as with other actors working on issues related to gender and social inclusion;
- 9) Contribute to the preparation of technical reports on the programme activities and communication and visibility material, in relation to gender and social inclusion;
- 10) Supervise the compliance with standards, guidelines and specifications sensitive to gender and social inclusion, in accordance with the best national practices, by the entities contracted by the programme;
- 11) Support the development and facilitation of events and activities, which may include: conception or co-design of sessions at induction meetings, workshops or other events; to develop textual, visual or other materials to support the sessions; and facilitation or co-facilitation of sessions;
- 12) Support other AICS-funded initiatives in the same geographic area, on gender issues, social



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inclusion, building and nurturing strategic partnerships with key stakeholders to encourage social inclusion mechanisms at the local level;

- 13) Report periodically (with written reports) to the Programme Coordinator;
- 14) Ensure synergies with other projects and other initiatives in the sector, namely, the initiatives financed by AICS and coordination with the referents, in AICS regional Office in Maputo, for gender issues, social inclusion and citizenship;
- 15) Carry out any other activity deemed necessary by the AICS Regional Representative in Maputo.

2. ADMISSION 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) Mozambican citizenship or residence permit/work permit in Mozambique;
- b) Age not exceeding (at the time of signing the contract) that required for retirement by local regulations;
- c) Medically fit for employment;
- d) Having obtained the qualification required by the selection notice, as specified in point 2.1 a);
- e) Having acquired the professional experience required by the selection notice;
- f) Proficient in written and spoken Portuguese C1 / C2 Level - Common European Framework of Reference);
- g) Proficiency in the use of Microsoft Office;
- h) Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Maputo.

2.1 Special requirements:

- a) Graduate Certificate/bachelor's in social sciences, Social Anthropology, Social service, Sociology, Psychology, Cultural Studies, International Relations, Communication, Community Development or the areas related to the comprehensive topics by the programme (Level 6 of the European Qualification Framework EQF);
- b) At least 3 years of professional experience in the area of gender and social inclusion or areas of interest;

2.2 Preferred requirements:

The following will constitute the preferred requirements for the position:

Further qualifications:

- a) Degree (Graduate/bachelor, University Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in point 2.2.1 above;

Language skills:

- b) Proficient in written and spoken English (Level A1/A2, B1, B2, C1, C2 - Common European Framework of Reference);

Professional experience:

- c) Previous working experience in the Provinces of Manica and/or Tete;
- d) Previous working experience in activities similar to those covered by this notice;



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Other qualifications or professional skills:

- e) Knowledge of the local language spoken in the Provinces of Manica and Tete.

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 application duly signed should indicate the number of the vacancy notice and it 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) Age not exceeding (at the time of signing the contract) that required for retirement by local regulations;
 - b) Mozambican citizenship or residence permit / work permit in Mozambique;
 - c) Being medically fit for employment;
 - d) Full enjoyment of political and civil rights;
 - e) Absence of convictions for any criminal offence and absence of any pending criminal charge both in Mozambique and abroad;
 - f) Not having been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Mozambique and abroad;
 - g) Not having been subject to compulsory military service;
 - h) Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS Offices other than Maputo;
 - i) Having acquired the academic qualifications required by the selection notice;
 - j) Having acquired the professional experience required by the selection notice;
 - k) Have a written and spoken knowledge of Portuguese language, at least level C1/C2 of the Common European Framework of Reference for Languages;
 - l) Have knowledge and consistent effective use of the main Microsoft Office.

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 employment and loss of any wrongfully obtained benefit.

The applications should also include:

2. Dated and signed Curriculum Vitae in Portuguese or English, including authorization to process personal data;
3. Dated and signed motivation letter in Portuguese or English;
4. Copy of valid identification document.

The applicants should also provide a telephone number and an email address for communications and



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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, must be submitted to the following email address: maputo@aics.gov.it by **3 March 2023 at 23:59:00 midnight (Mozambique time)**. The subject of the email must contain the vacancy notice number n. 2/AICSMAPUTO/2023 - Gender and social inclusion Assistant.

Please note that only complete applications (including documents 1, 2, 3 and 4) 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 liable for any delay due to such difficulties.

4. EXCLUSION FROM SELECTION PROCEDURES

The following will determine exclusion from selection procedures:

1. Applications lacking any of the essential eligibility requirements;
2. Applications received after the deadline stated in this notice and using models other than those provided for in this notice;
3. 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 section committee who meets 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:

QUALIFICATIONS (max 70 points)

Assessment of education, competences and professional experience, 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**

Assessment of professional experiences - **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



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and invited for an interview.

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

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

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

The AICS Regional Representative in Maputo is liable 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.

Maputo,