



Desenvolvimento Local  
para a Consolidação da  
Paz em Moçambique

## PROFESSIONAL VACANCY ANNOUNCEMENT N. 5/AICSMAPUTO/2023

### INTERNATIONAL COMMUNICATION OFFICER

**Profile:** International Communication Officer for the Programme “DELPAZ - Local Development for the Consolidation of Peace in Mozambique” – AID 12300, financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS)

**Job Title:** Communication Officer

**Professional level:** Expert “Middle 3”

**Sector:** Communication e Visibility

#### Applicable legislation:

- Law n. 125 of 11<sup>th</sup> August 2014, entitled “*Disciplina generale sulla cooperazione internazionale per lo sviluppo*”;
- Decree of the Italian Ministry of Foreign Affairs (MAECI) n. 113 of 22<sup>nd</sup> July 2015 “*Regolamento recante - Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo - ed in particolare il capo terzo, articolo 11, comma 1, lettera c)*”.
- Resolution of the Joint Committee for Development Cooperation n. 101 of 19<sup>th</sup> November 2019 “*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*”.
- 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*”.
- Mozambique's Labour Law n. 23 of 1<sup>st</sup> August 2007.
- 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.

#### The AICS Maputo Regional Office

#### Announces

It is open a recruitment process for the vacancy of an **International Communication Officer** for the Programme “DELPAZ - Local Development for the Consolidation of Peace in Mozambique”, financed by the European Union.

#### 1. 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



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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 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 are 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.

## 2. TERMS OF REFERENCE

**Profile:** International Communication Officer – Expert “Middle 3”

**Job Title:** Communication Officer

**Professional level:** Expert “Middle 3”

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

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

**Remuneration:** Gross annual salary: Euro 41.824,32

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. Such allowances amount to an annual net value of Euro 33,459.00.



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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 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:** 14 months (until 31<sup>st</sup> December 2024) – including 60 working days – with possible extension subject to needs, availability of funds, satisfactory performance, and duration of the Programme.

**Expected start date of employment:** 1<sup>st</sup> November 2023.

**Job purpose:** to ensure the implementation of the DELPAZ Communication and Visibility Plan for the component delegated to AICS.

**Job description:**

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) Lead the organization and the implementation of the Programme communication and visibility strategy, with reference to the local economic development component implemented by AICS;
- d) Build and maintain communications partnerships and media alliances;
- e) Build and maintain capacity of partners and provide technical guidance on the use of communication tools;
- f) Monitor communication, visibility and knowledge management activities realized by AICS implementing partners;
- g) Develop proposals and issue opinions on communication and visibility issues;
- h) Manage the webpage dedicated to the delegated cooperation on the AICS Maputo Office website, in coordination with AICS HQ;
- i) 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;



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- j) Identify and use of the most effective channels for dissemination of all information products to relevant target audiences;
- k) Ensuring that Programme activities are successfully supported and communicated to staff and key external stakeholders;
- l) Contribute to the preparation and management of communication and visibility budgets;
- m) Manage services and supplies concerning communication and visibility in coordination with the administration services;
- n) Contribute to the management and improvement of the social media platforms, including Facebook, Twitter and Instagram;
- o) Produce, review, and perform quality control of all Programme external reports and official documents;
- p) 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;
- q) Draft press releases and media kits;
- r) Contribute to structure the PMU internal and external communication flow and the physical 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” and digital archives about the Programme, ensuring the knowledge management;
- s) Ensure alignment with the data and information produced by the internal and external monitoring activity of the DELPAZ Programme;
- t) Monitor the national and international press on the topic of the peace process in Mozambique and keep the AICS Maputo office informed;
- u) 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;
- v) Create synergies with communication and visibility actions and related plans/platforms carried out by AICS Maputo, including for the other delegated cooperation initiatives, and coordinate with relevant officers at AICS HQ, as well as at the Embassy in Maputo;
- w) Perform any other relevant tasks as required by the AICS Regional Representative.

**Prohibition to engage in other activities:** The selected candidate must not have carried out, during the last three years, any business activity in the country of service, or be in a situation of conflict, even potential, of interests that undermine the impartial exercise of the functions, as provided for in Article 53 of Legislative Decree no. 165 of 2001, referred to in Law No. 190 of 2012 and by the Code of Ethics and Conduct of AICS referred to in point 7 below. The Administration reserves the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected candidate.

### 3. 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. Age not exceeding (at the time of signing the contract) that required for retirement by



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- local regulations;
- b. Full enjoyment of political and civil rights;
  - c. Being medically fit for employment;
  - d. Absence of convictions for any criminal offence and absence of any pending criminal charge both in Italy and abroad;
  - e. Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
  - f. Have obtained the qualification required by the selection announcement, as specified in point 3.1 a);
  - g. Have acquired the professional experience required by the selection notice, as specified in point 3.1 b);
  - h. Fluency in written and spoken knowledge of Portuguese language, at least level B2 of the Common European Framework of Reference for Languages;
  - i. Fluency in written and spoken knowledge of English language, at least level C1 of the Common European Framework of Reference for Languages;
  - j. Proficiency in written and spoken knowledge of Italian language, at least level C2 of the Common European Framework of Reference for Languages;
  - k. Having knowledge and consistent effective use of the main Microsoft Office applications.

### **3.1 Special requirements:**

- a) Graduate Certificate Master's Degree or equivalent title (level 7 European Qualification Framework EQF) in Communications Studies, Journalism, International Relations, Political and Social Sciences, Foreign Language and Literature, International Development, or related fields of study. Other degrees of the same level in another field may be accepted in the presence of at least 5 years of documented and qualified professional experiences in the relevant sector. It shall also be considered the equivalences published on the website of the Ministry of Education, University and Research ([www.miur.it](http://www.miur.it));
- b) At least 8 years of relevant professional experience working in communication, visibility, reporting, public relations, press management, advocacy, journalism, (i.e. audio-visual materials, social media platforms, edit, publication and dissemination, supporting data collection, analysis). The documented and qualified professional experiences in the relevant sector related to Cooperation programmes may also be assessed with a view to achieving the "General Requirement for access to the professional level" referred to in point 3.1 a) only for the part exceeding 8 years.

### **3.2 Preferred requirements:**

The following will constitute the preferred requirements for the position:

#### Education (further qualifications):

- a) Degree (University Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in point 3.1.a);

#### Language skills:

- b) Proficiency in written and spoken Portuguese (C1/C2 Level - Common European Framework



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of Reference);

- c) Proficiency in written and spoken English (C2 - Common European Framework of Reference).

Professional experience:

- d) Previous work experience in activities and functions comparable to those covered by this notice;
- e) Previous professional 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.
- f) Previous professional experience in an international/multicultural environment, preferably in developing countries.
- g) Previous work experience in Sub-Saharan Africa, preferably in Mozambique.

Other qualifications or professional skills:

- h) Other specialisation courses (other than the ones required under requirement 3.1a) above) or professional skills which might be relevant for the activities to be performed in the position advertised.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy announcement. 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.

#### 4. HOW TO APPLY

The application duly signed should indicate the number of the vacancy announcement 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 in particular:
  - 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. Being medically fit for employment;
  - f. Full enjoyment of political and civil rights;
  - g. Absence of convictions for any criminal offence and absence of any pending criminal charge both in Italy and abroad;
  - h. Not to have been dismissed, dispensed, declared lapsed or fired from employment in a



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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 employment and loss of any wrongfully obtained benefit.

The applications 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 identification document;
4. Illustration of communication material and/or links to audio-visual material produced by the applicant.

The applicants 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. In case of no indication of such information, the residence address will be used. Candidates have the obligation to communicate 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](mailto:maputo@aics.gov.it) by **30 September 2023 at 23:59** (midnight) **(Mozambique time)**. The subject of the email must contain the vacancy announcement number n. **5/AICSMAPUTO/2023 – International Communication Officer**.

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.

## 5. EXCLUSION FROM SELECTION PROCEDURES

The following will determine exclusion from the selection procedure:

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

## 6. EVALUATION OF APPLICATIONS

Once the terms of validity of the announcement 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:



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## 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 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 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.

## 7. 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 is expected to take up service in Maputo not later than the 1<sup>st</sup> of November 2023. In case the availability is not granted, the office reserves the right to appoint another candidate from the ranking list.

## 8. PROTECTION OF PRIVACY



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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.

#### **9. SUSPENSION AND PROTECTION CLAUSES**

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

#### **10. PUBLICITY**

This announcement is published through the websites of AICS and AICS Maputo Office.

Maputo, 15<sup>th</sup> September 2023



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