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VaMoz Digital! – Digital Competences, Entrepreneurship and  
Services as Opportunities for Youth Growth in Mozambique  
NDICI AFRICA/2023/442-998



## PROFESSIONAL VACANCY ANNOUNCEMENT N. 6/AICSMAPUTO/2023

### INTERNATIONAL ADMINISTRATION AND FINANCE EXPERT

**Profile:** International Administration and Finance Expert for the Programme “VaMoz Digital! – Digital Competences, Entrepreneurship and Services as Opportunities for Youth Growth in Mozambique” – AID 12807, financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS)

**Job Title:** Administrative and Financial Expert

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

**Sector:** Administration

#### 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*”.
- Mozambique's Labour Law n. 23 of 1<sup>st</sup> August 2007, as amended by Law n. 13 of 25<sup>th</sup> August 2023.
- The Contribution Agreement between the European Union and Italian Agency for Development Cooperation (AICS) n. NDICI AFRICA/2023/442-998.

#### The AICS Maputo Regional Office

#### Announces

It has opened a recruitment process for the vacancy of an **International Administration and Finance Expert** for the Programme “VaMoz Digital! – Digital Competences, Entrepreneurship and Services as Opportunities for Youth Growth in Mozambique”, financed by the European Union.

#### 1. PROGRAMME BACKGROUND

Worldwide experience indicates that, when appropriately applied, digital technologies can improve lives by empowering youth, women, and girls, enhancing democratic governance and transparency, and boosting productivity and job creation. Over the last years, with technology rapidly changing the landscape of the workforce, Mozambique has enthusiastically embarked on the digitalisation process in the public and private sectors to keep or gain competitiveness.

However, there are still major constraints to a vigorous transition, among which are insufficient



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investment in connectivity and challenges for the authorities to govern the complex set of processes, fragile legal and regulatory digital framework and corresponding enforcement, low education levels and lack of digital literacy, gender and urban-rural divides, low affordability of broadband-enabled devices, low electrification rate.

Moreover, Mozambique's digital ecosystem for enterprises looks dynamic, but the opportunities for start-ups and M/SME are limited by the not enough supportive financial system and by the few business-enabling tools and programmes. Employers are seeking a labour force that is increasingly digitally skilled but, while the importance of digital skills has been recognized, there has been less of a focus on the scale of demand for these skills, and the models that can be used to teach them.

The European Union's strong commitment to the digital transformation of its African partner countries led to the formulation of the "VaMoz Digital!" programme, the rationale of which was informed by the analysis above and by the commitment to the leaving no one behind principle: while one component deals more with the policy and regulatory framework, a second sub-programme addresses the areas of access, digital skills and entrepreneurship, and of the digital services of public interest. The Italian Agency for Development Cooperation (AICS) was tasked with the latter component.

The Overall Objective of this action is to contribute to Mozambique's inclusive growth focused on digital transformation. Its Specific Objectives (or Outcomes) are 1) an enhanced conducive environment for inclusive digital transformation; 2) enhanced inclusive opportunities for youth employment, innovation and digital entrepreneurship are enhanced.

The implementation modalities established by the EU Delegation in Mozambique foresee Indirect Management with the International Telecommunication Union (ITU) for Outcome 1 and the Italian Agency for Development Cooperation (AICS) for both Outcome 1 and Outcome 2. funded under the same Description of EU Action Document (CRIS number: NDICI AFRICA/2023/442-998) and will be implemented in close coordination under the same institutional umbrella.

The specific strategy devised is to find ways of transferring digital skills (Output 2.1-2.2-2.3) and fostering entrepreneurship (Output 2.4-2.5), as well as to improve efficiency, effectiveness, and accessibility of digital services (Output 1.1-1.3). The operationalisation of two tech hubs, respectively in the Central and Northern region of the country, to be considered as a critical output for the achievement of both outcomes, will ensure a collaborative environment where, on one side, small entrepreneurs can be exposed and absorb ICT solutions and improvements of their businesses and, on the other side, though at a modest scale, technology professionals can come together to exchange ideas, develop new products and services, and drive innovation. They will concentrate assets and resources for practical collaboration with the private sector, skill transfer to youth, start-up incubation, M/SME acceleration and for participative production of innovative services of public interest. At the same time, the action will contribute to enhancing digital connectivity in rural areas by strengthening the existing network of community multimedia centres.

A competitive grant-making procedure will be launched for each region by AICS to select the public-private consortia eligible to be awarded to implement the action in each region, as well as the exact locations of the tech hubs. The AICS programme team shall lead the grant awarding processes and closely supervise implementation in both regions, while also coordinating this work in the peripheral



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regions with the parallel technical assistance work to be done at the level of Central Government institutions.

## 2. TERMS OF REFERENCE

**Profile:** International Administration and Finance Expert – Expert “Low 3”

**Job Title:** Administrative and financial Expert

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

**Duty station:** Maputo with short-term missions to Central and Northern regions of Mozambique, 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 36.018,24.

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 28.815,00.

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 for the Development Cooperation of 19<sup>th</sup> November 2019 n. 101 and the Decree of the AICS General Director of 5<sup>th</sup> February 2021 n. 28.

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

**Duration:** 18 months – including a 2-month probation period – with possible extensions subject to needs, availability of funds, satisfactory performance, and duration of the Programme.

**Expected start date of employment:** at the end of the selection process.

**Job purpose:** to ensure a correct administrative and financial compliance of the Programme implementation with EU and AICS procedures.

### **Job description:**

Under the overall supervision of AICS Regional Representative in Maputo, the direct supervision of the Programme Coordinator and the Financial Verifier, in close collaboration with other members of the Programme Management Unit (PMU) team, the International Administration and Finance Expert supports the correct legal/administrative/financial management and reporting of the Programme.

In particular, s/he will perform the following tasks:

- a) Ensure proper administrative and financial implementation of the Contribution Agreement in relation to the application of the EU financial instrument of reference (NDICI) and the accounting procedures required;



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- b) Contribute to the financial management of the EU-funding flows and assist the PMU and the Administrative Department in the following tasks: registration of inbound and outbound flows, the accounting of expenditure, financial monitoring of expenditure trends and reporting, in the dedicated accounting system(s) and elaborate related reports;
- c) Initiate and coordinate procurement and grant processes in close collaboration with the Programme Coordinator, including the preparation of tender/grant procedures documentation accompanied by the relative explanatory report, in compliance with the Italian Procurement Law, AICS regulations and the Procurement and Grants for European Union External Action (PRAG);
- d) Provide administrative support to the evaluation committees and prepare contracts documents accompanied by an explanatory report;
- e) Ensure administrative compliance in all aspects of tender and grant contracts management;
- f) Support the performance monitoring of procurement contracts and grant agreements;
- g) Support the financial monitoring of grants, verify the grant beneficiaries' financial statements and assist them in their expenditure reporting processes;
- h) Contribute to the preparation of the annual and final financial reports and support the Programme Coordinator in any other administrative and financial reporting task (internal/AICS HQ and external/EU) and during the audit procedures;
- i) Provide overall technical and operational support to the work of the PMU, including the preparation of technical documents and reports;
- j) Contribute to partner and stakeholder relations, including liaison with the EU Delegations/Headquarters, Programme Governing Bodies, as well as with the concerned Mozambican stakeholders at central and local level;
- k) Interact with companies / consultants for matters of competence and in close consultation with the Administrative Department of the AICS Regional Office, as well as interact with the EU Delegation for matters of competence;
- l) Perform any other relevant task 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 expected service, nor be in a situation of conflict, even potential, of interests that undermines 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 AICS Code of Ethics . 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 at the deadline for applications:

- a. Age not exceeding (at the time of signing the contract) that required for retirement by local regulations;
- b. Full enjoyment of political and civil rights;
- c. Being medically fit for employment;



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

### **3.1 Special requirements:**

- a) Bachelor's Degree or equivalent title (level 6 European Qualification Framework EQF) in Business/Public Administration, Law, Economics, Political Science, or similar field of studies. Other degrees of the same level in another field may be accepted when complemented by at least 3 years of documented and qualified professional experiences in the relevant sector. It shall also be considered the equivalences published on the website of the Italian Ministry of Education, University and Research ([www.miur.it](http://www.miur.it));
- b) At least 4 years of relevant professional experience working with EU and/or international organizations, governmental and/or non-governmental bodies, in Accounting / Procurement / Finance and Administrative position. The documented and qualified professional experiences in the relevant sector related to Cooperation programmes will count in order to achieve the education requirement as indicated in point 3.1 a) only for the part exceeding 4 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) of a higher level or additional to the minimum requirements indicated in point 3.1.a);

#### Language skills:

- b) Proficiency in written and spoken Portuguese (B1/B2, C1/C2 Level - Common European Framework of Reference);
- c) Proficiency in written and spoken English (C2 - Common European Framework of Reference);

#### Professional experience:

- d) 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



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to those covered by this announcement;

- e) Previous professional experience in procurement and grant awards in accordance with the practical guide on contract procedures for European Union external action (PRAG);
- f) Previous professional experience in double-entry bookkeeping;
- g) Previous professional experience in an international/multicultural environment, preferably in developing countries;

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 applications, 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 duly signed application shall indicate the number of the vacancy announcement and 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. Country and place of residence;
  - d. Citizenship(s);
  - e. that the applicant is 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. That the applicant has not been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad.

For any false declaration, the candidate will incur 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.





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The applications should also include:

2. Dated and signed Curriculum Vitae in English (in the “Europass” format), including authorization to process personal data;
3. Dated and signed motivation letter in English;
4. Copy of valid identification document.

The applicants shall 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 sender’s address of the application 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 **15<sup>th</sup> November 2023 at 23:59** (midnight) **CAT/Central African Time (Mozambique time)**.

The subject of the email must contain the vacancy announcement number n. **6/AICSMAPUTO/2023 – International Administration and Finance Expert\_AID 012807**.

Please note that only complete applications (including documents 1, 2, 3 and 4 above) received within the deadline will be accepted and considered.

We encourage applicants to submit their applications 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 cases 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/or using models other than those provided for in this announcement;
3. Application documents (including annexes) not signed where required.

## **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 Selection 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



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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 a minimum of 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 (preferably Teams).

The interview shall be held in the languages indicated in this vacancy announcement (Section 3 above) and shall assess the applicant's knowledge and experience, his/her ability to carry out the tasks set above in the job description, the language skills required, and any other skills as deemed necessary to assess the candidate's profile in relation to the vacancy. The interview notice is sent by e-mail to the address indicated by the candidate at the time of the 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**

Both the retained candidates and the excluded ones 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 younger(st) 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 be ready 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.





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## **8. 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.

## **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, 12/10/2023