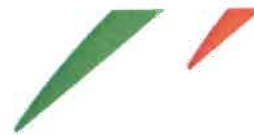




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PROFESSIONAL VACANCY ANNOUNCEMENT NO. 003/AICSMAPUTO/2025

INTERNATIONAL ADMINISTRATION AND FINANCE EXPERT

Profile: International Administration and Finance Expert for the Programme "DELPAZ Sub-Programme for the Provinces of Manica and Tete of DELPAZ - Local Development for the Consolidation of Peace in Mozambique FED/2022/431-433 e FED/2020/419-614" – AID 12300, financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS)

Job Title: Administrative and financial Expert

Professional level: Expert "Junior"

Sector: Administration

Applicable legislation:

- Law n. 125 of 11th August 2014, entitled "*Disciplina generale sulla cooperazione internazionale per lo sviluppo*";
- Decree of the Italian Ministry of Foreign Affairs (MAECI) n. 113 of 22nd 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 19th 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".
- Labour Law of Mozambique n. 13 of 25th August 2023;
- The Contribution Agreement between the European Union and Italian Agency for Development Cooperation (AICS) n. FED/2022/431-433 and FED/2020/419-614, including Addenda.

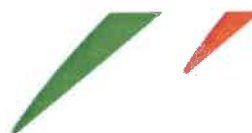
The AICS Maputo Regional Office

Announces



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It is open a recruitment process for an **International Administration and Finance Expert** for the DELPAZ - Local Development for the Consolidation of Peace in Mozambique Sub-Programme for the Provinces of Manica and Tete - FED/2022/431-433 e FED/2020/419-614” – AID 12300, 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 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.

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 are 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 is working through local structures to enhance livelihood opportunities in eight selected conflict-affected districts: 5 districts (Guro, Tambara, Báruè, Macossa and Gondola) in Manica and 3 (Moatize, Tsangano and Doa) in Tete. AICS Action promotes 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.

2. TERMS OF REFERENCE

PROFILE	<u>International Administration and Finance Expert – Expert “Junior”</u>
	Component: DELPAZ Sub-Programme for the Provinces of Manica and Tete of DELPAZ - Local Development for the Consolidation of Peace in Mozambique



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	FED/2022/431-433 e FED/2020/419-614 – AID 12300
DUTY STATION	<p>Delegated Cooperation Office, Maputo, with short-term missions to Manica and Tete Province, also considering the security situation and to the other countries under the responsibility of AICS Maputo Office (Malawi, Zimbabwe, Zambia e Angola).</p> <p>The duty station may be modified by the Head of AICS Maputo Office, with prior authorization from AICS Roma, during the term of the contract for reasons of public utility, with at least 30 days' notice.</p>
CONTRACT TYPE	Fixed-term contract as identified by the Labour Law of Mozambique n. 13 of 25th August 2023, in compliance with the fundamental principles of the Italian legislation.
WORKING HOURS	36 hours per week.
START OF ASSIGNMENT	At the end of the recruitment process.
DURATION OF ASSIGNMENT	10-12 months fixed-term contract (c.d. "prazo certo" in ottemperance to art. 40 - 43 of the Labour Law of Mozambique), – with possible extension subject to needs, availability of funds, satisfactory performance and duration of the Programme.
PURPOSE OF THE ASSIGNMENT	The Admin. and Finance Expert shall be responsible for the administrative management of the budget provided for in Annex III "Budget of the Action" of the Contribution Agreement. He/she coordinates, from an administrative and financial point of view, the Programme team (or Programme Management Unit) in order to carry out the required activities and achieve the expected results.
TERMS OF REFERENCE	<p>Under the overall supervision of Head of AICS Maputo Office, the direct supervision of the Programme Coordinator and the Financial Verifier, in close collaboration with the PMU team, the International Administration and Finance Expert support the correct legal/administrative/financial management and reporting of the Programme.</p> <p>In particular, s/he will perform the following tasks:</p> <ul style="list-style-type: none"> a) Ensure proper administrative and financial implementation of the Contribution Agreement in relation to the application of the EU financial instrument of reference and the accounting procedures required; b) Contribute to the financial management of the EU-funding flows and assist the PMU and the Administrative Department in the following tasks:



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	<p>registration of inbound and outbound flows, the accounting and payment of expenditure, financial monitoring of expenditure trends and reporting, currency movements and contract registration, in the dedicated accounting system(s) and elaborate related reports;</p> <p>c) Launch and coordinate procurement processes in close collaboration with the Programme Coordinator, including the preparation of tender procedures documentation accompanied by the relative explanatory report – for awards below and above the EU threshold (call for tenders) in compliance with the Italian Procurement Law, AICS regulations and the Procurement and Grants for European Union External Action (PRAG). Formulate tender specifications (Terms of Reference) in close collaboration with the PMU and other technical experts;</p> <p>d) Provide administrative support to the tender evaluation committees, prepare contracts documents accompanied by an explanatory report, monitor the execution and closure of contracts and coordinate the preparation of any related documentation;</p> <p>e) Initiate expenditure execution operations with regards to procurement and grant contracts signed by AICS;</p> <p>f) Support the performance monitoring of procurement contracts and grant agreements and in checking their accounts;</p> <p>g) Support the financial monitoring of grants and verifies the grant beneficiaries' financial statements and assist grant beneficiaries in their expenditure reporting processes;</p> <p>h) Contribute to the preparation of the annual and final financial reports and supports the Programme Coordinator in any other administrative and financial reporting task (internal/AICS HQ and external/EU) and during the Audit procedures;</p> <p>i) Contribute to AICS expenditure reports and prepares the requests for payment to accompany each Annual Report to the EU;</p> <p>j) Provide overall technical and operational support to the work of PMU, including the preparation of technical documents and reports;</p> <p>k) Contribute to partner and stakeholder relationships, including liaison with the EU Delegations/Headquarters, Programme Governing Bodies, as well as with the concerned Mozambican stakeholders at central and local level;</p> <p>l) Interact with companies / consultants / for matters within its /her competence and in close consultation with the Administrative Department of the AICS Maputo Office, interact with the EU delegation for matters within its/her competence;</p> <p>m) Perform any other relevant tasks as required by the AICS Representative.</p>
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ANNUAL GROSS SALARY	<p><u>Gross annual salary: 35.435,00 euro</u></p> <p>Annual gross allowance for additional benefits (granted only in case of tax residence outside the country where the service is provided): 38.266,00 euro.</p>
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The gross annual salary is unmodifiable for the entire duration of the employment contract. The allowance for additional benefits, when provided, is subject to periodic review based on the reference terms defined in Article 5 of the annex to Resolution C.C. No. 101/2019 and, as a result, may undergo increases or decreases during the term of the contract.

The selected candidate, during the term of the contract signed with AICS, will be subject to the exclusivity of the service and, therefore, will not be able to engage in any other employment activities, in any form and even outside of working hours, pursuant to Article 11, paragraph 3 of Ministerial Decree No. 113/2015.

3. ESSENTIAL AND PREFERENTIAL REQUIREMENTS

The essential requirements listed below must be met by the deadline for submitting applications for this selection notice.

3.1 ESSENTIAL REQUIREMENTS

Candidates will be considered eligible for selection on the basis of the following essential requirements:

- a) Be at least 18 years old;
- b) Medical fit for employment;
- c) Full enjoyment of political and civil rights;
- d) Not have received, in the three years prior to the deadline of the selection notice, a judgment of insufficiency ("Severely Insufficient" or "Insufficient") in the evaluation of work performance under employment contracts signed with AICS foreign offices;
- e) Absence of convictions for any criminal offence and absence of any pending criminal charge, both in Italy and abroad;
- f) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;



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g) Have obtained the academic qualification required by the selection notice, as follows:

- Graduate Certificate/Master's Degree or equivalent title (level 7 European Qualification Framework EQF) in the relevant field as: Business/Public Administration, Law, Economics, Political Science, Accounting or similar field of study in the relevant field together with at least 3 years of relevant professional experience;

or

- Graduate Certificate/Master's Degree or equivalent title (level 7 European Qualification Framework EQF) in other field together with at least 5 years of relevant professional experience in administration and finance field;

or

- Bachelor's degree / First-level degree or equivalent title (level 6 European Qualification Framework EQF) in the relevant field together with at least 3 years of relevant professional experience;

or

- Bachelor's degree / First-level degree or equivalent title (level 6 European Qualification Framework EQF) in other sector together with at least 8 years of relevant professional experience;

h) Fluency in written and spoken English (C1 Level - Common European Framework of Reference);

i) Fluency in written and spoken Italian (C2 Level - Common European Framework of Reference);

k) Be familiar with and able to use basic computer tools, especially MS Office (Word, Excel, PowerPoint)

3.2 PREFERRED REQUIREMENTS

The following are considered preferential requirements and will be evaluated for the allocation of points for qualifications under the next Article 5, under the heading "Other qualifications or professional skills":

- a) Post-graduate academic qualifications (University Master, PhD or other Higher Education Courses recognized in the sector of interest) specifically related to the functions to be performed;
- b) Basic in written and spoken Portuguese (B1/B2 Level - Common European Framework of Reference);
- c) Previous knowledge of double-entry accounting tools.~



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4. SUBMISSION OF APPLICATIONS

4.1 How to apply

The application duly signed should be submitted, under penalty of exclusion:

NO LATER THAN 11:59 PM (MOZAMBIQUE TIME) ON FRIDAY, MAY 21, 2025.

Applications, including the signed attachments referred to in paragraph 4.2, may be submitted electronically to the following email address: recruitment.maputo@aics.gov.it, specifying in the **subject** line of the email the **code of the Notice**: 003/AICSMAPUTO/2025. The Agency assumes no responsibility for communications sent by the candidate but not received at the email address indicated above or received after the deadline of this Notice.

Hand delivery or courier submission of the application is also permitted at the AICS office in Maputo, located at Rua Damiao De Gois No. 381. For these submission methods, compliance with the deadline specified in the Notice will be determined by the date and time stamped on the package by the AICS official at the time of delivery.

4.2 Content of application

The application for admission to the selection, drafted in the form of a Signed Legally Binding Statement pursuant to Articles 46 and 47 of Presidential Decree No. 445 of December 28, 2000, dated and signed, must include all the following declarations, which the candidate makes under their own responsibility, under penalty of exclusion:

- a. Name, surname, date and place of birth, place of residence, place of domicile if different from the place of residence, and country of tax residence;
- b. Telephone number and email address to which communications regarding the procedure should be sent (any updates to contact details must be promptly communicated to the AICS Maputo office);
- c. To be medically fit for employment;
- d. The academic qualification held for admission to the selection, as specified in Article 3, point 3.1, letter g) of the Notice;
- e. Citizenship or citizenships obtained;
- f. Full enjoyment of political and civil rights;
- g. Not to have received, in the three years prior to the deadline of the selection notice, a judgment of insufficiency ("Severely Insufficient" or "Insufficient") in the evaluation of work performance under employment contracts signed with AICS foreign offices;
- h. Absence of convictions for any criminal offence and absence of any pending criminal charge both in Italy and abroad;
- i. Not to have been dismissed, dispensed, declared lapsed or fired from employment;
- l. Be familiar with and able to use basic computer tools, especially MS Office (Word, Excel, PowerPoint).



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Applicants holding Italian or European Union citizenship must include the following declaration at the end of their application: "The statements made in this application are submitted pursuant to Articles 46 and 47 of Presidential Decree No. 445 of December 28, 2000, and apply solely to cases in which the personal status, qualifications, or facts declared are recorded in Italian or European Union public registers, provided that the AICS office is granted access to conduct any necessary verifications. Should subsequent checks reveal that any part of this self-declaration is false, the applicant acknowledges that they will be subject to the criminal penalties provided for in Article 76 of the same Decree and will immediately forfeit the position and any benefits obtained as a result of the false declaration."

Applicants must attach the following documents to their application:

- a) Letter of motivation in Italian language duly dated and signed;
- b) valid identity document;
- c) Italian tax code (if in possession);
- d) curriculum vitae in Italian, dated and signed, with authorization to the processing of personal data, from which the elements useful for the quantification of the score for qualifications referred to in art. 4, point 4.2. below are clearly and with the necessary degree of detail, indicating the names of at least 3 references in the working environment with respective contacts (name, surname, e-mail and telephone number).

The following are grounds for exclusion from the selection process:

- a) Receipt of the application after the deadline specified in Article 4, paragraph 4.1;
- b) Failure to date and sign the application as required in Article 4, paragraph 4.2;
- c) Failure to declare possession of the admission requirements outlined in Article 3, paragraph 3.1;
- d) Omission or incomplete declaration in the application regarding elements that are essential requirements under Article 3, paragraph 3.1;
- e) Partial or total absence of the attachments to the application;
- f) Failure to date and sign the curriculum vitae.

The deficiencies outlined in letters b) (limited to the absence of a date), d), e), and f) are subject to remedial action, which will be communicated to the email address provided by the candidate within a deadline established by the AICS Maputo office.

In the event of non-compliance with the admission requirements, the Agency may, at any time, even after the potential signing of the individual employment contract, declare the candidate's removal from the merit ranking, resulting in the termination of the contract.

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

5. EVALUATION OF THE REQUIREMENTS AND THE INTERVIEW

5.1 PRELIMINARY STEPS FOR EVALUATION

Once the deadline of the Notice and any deadlines set for remedial action have passed, the Head of AICS Maputo Office, in its capacity as the person responsible for the procedure, assesses the



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admissibility of applications based on the presence of essential requirements and the absence of grounds for exclusion.

The list of admitted candidates will be published on the AICS Maputo office website and will not require further communication to candidates, whether admitted or excluded.

The Evaluation Committee is appointed by the Head of AICS Maputo Office after the Notice's deadline has passed.

5.2 EVALUATION

The Evaluation Committee evaluates the admissible applications, assigning a maximum total score of 30 points to each candidate, according to the methods specified below.

The scores are assigned without using decimals.

QUALIFICATIONS: up to 15 points

- Relevance and applicability of professional experience, regardless of location, useful for the performance of the role: up to 7 points;
- Relevance and applicability of professional experience useful for the performance of the role gained at an AICS foreign office and/or HQ: up to 3 points;
- Language skills and proficiency in using IT tools: up to 2 points;
- Other qualifications or professional skills relevant for the performance of the role: up to 3 points.

INTERVIEW: up to 15 points

Admitted candidates are notified via email to attend an interview, which is assigned a **maximum score of 15 points**. The interview is conducted at the AICS Maputo office or via audio-video connection, at the candidate's choice, in the language(s) specified as essential in the Notice (including more than one if required). The interview, which may also include technical-practical tests, aims to evaluate the candidate's knowledge and experience, skills related to the tasks to be performed, required language proficiency, interpersonal abilities, and any other aspects deemed necessary to assess the candidate's suitability for the role.

Failure to attend the interview on the scheduled date and time, without valid reasons — subject to the Examination Committee's unquestionable assessment for acceptance or rejection — will be considered as the candidate's withdrawal from the selection process. Candidates are not entitled to reimbursement for any expenses incurred in attending the interview.

6. SELECTION OUTCOMES

The final merit ranking includes only those candidates who have achieved a score of at least 10/15 points in the interview.

The ranking is compiled in descending order based on the sum of the scores obtained by the candidates for qualifications and the interview. In the event of a tie in the overall score, precedence



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is given to the candidate with the highest score in the interview. If the tie persists, the younger candidate will be given priority.

The ranking list is published on the AICS Maputo office website and does not require further communication to the candidates. The ranking remains valid for one year; the office may extend the validity of the ranking for an additional year due to justified needs related to the implementation of the initiative. In the event of a winner's withdrawal or early termination of the contract, the office may proceed with the next candidate in the ranking, provided that the necessary financial resources are available.

In any case, the employment contract will not be signed with the selected candidate if their age exceeds the statutory retirement age as defined by the applicable social security regulations for the candidate's specific situation, or if the candidate will reach that age before the contract's established date.

7. PERSONAL DATA

By submitting their applications, candidates consent to the processing of their personal data by the staff responsible for collecting and storing the applications and for processing them in accordance with the purposes of the selection procedure. The Head of AICS Maputo office is the data controller.

The processing of personal data for the purposes of admission to the selection tests and potential employment will be carried out in compliance with the principles of lawfulness, fairness, and transparency, safeguarding the rights and fundamental freedoms of individuals.

To this end, the following information is provided:

1. The joint data controllers are the Director of the Italian Agency for Development Cooperation (AICS) and the Head of the AICS Office in Maputo.
2. For questions or complaints regarding the processing of personal data, individuals may contact the Data Protection Officer (DPO) of the Italian Agency for Development Cooperation by email at: dpo@aics.gov.it.
3. Personal data will be processed solely for the purpose of exam admission for candidates and employment management for the selected candidate.
4. Data processing is carried out by personnel specifically authorized for this purpose.
5. The winner's data will be communicated to entities specified by Italian and local regulations: legal representatives for legal defence in local courts, private insurance companies to fulfill obligations under Article 158 of D.P.R. No. 18/1967; INPS, INAIL, local social security/welfare entities, and local authorities for necessary formalities.
6. For unsuccessful candidates, in the absence of other legal provisions, their data will be deleted five years after the selection process, in accordance with Articles 157, 161, and 317 of the Italian Penal Code. For legal security reasons, the data of selected candidates will be retained in their personal files for a useful period under Article 68 of D.P.R. No. 445/2000.
7. Candidates may request access to their personal data and, under the conditions outlined by applicable regulations, request its rectification. Within legal limits and without prejudice to administrative procedures, candidates may also request the restriction of processing or object to processing. Requests should be directed to the AICS Maputo office, with a courtesy copy sent to the DPO of the Agency.



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8. If candidates believe their rights have been violated, they may file a complaint with the Agency's DPO. Alternatively, they may contact the Data Protection Authority via the following addresses: garante@gdpd.it, protocollo@pec.gdpd.it.

8. SUSPENSION AND PROTECTION CLAUSES

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

The Head of Office
Paolo Enrico Sertoli



THIS NOTICE WAS PUBLISHED ON THE WEBSITE OF AICS MAPUTO OFFICE ON MAY 6, 2025.