



Desenvolvimento Local
para a Consolidação da
Paz em Moçambique

PROFESSIONAL VACANCY ANNOUNCEMENT N. 004/AICSMAPUTO/2025

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 Low

Sector: Communication and Visibility

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 Office Announces

it is open a recruitment process for an International Communication Officer 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



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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, Bárue, 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 AND PURPOSE OF THE ASSIGNMENT

PROFILE	<u>International Communication Officer – Expert Low</u> Component: 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
DUTY STATION	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). 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.
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.
	6 months fixed-term contract (c.d. “prazo certo” in ottemperance to art. 40 - 43 of the

DURATION OF ASSIGNMENT	Labour Law of Mozambique), – with possible extension subject to needs, availability of funds, satisfactory performance and duration of the Programme.
PURPOSE OF THE ASSIGNMENT	To ensure the implementation of the DELPAZ Communication and Visibility Plan for the component delegated to AICS.
TERMS OF REFERENCE	<p>In close coordination with, and under the supervision of, the Head of Maputo Office, 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 DELPAZ Communication Officer will contribute to the correct implementation of communication, visibility, reporting and external relations activities of the Italian Cooperation component of the Programme and other EU delegated cooperation initiatives.</p> <p>In particular, s/he will perform the following tasks:</p> <ul style="list-style-type: none"> a) Execute information, communication, and visibility activities related to DELPAZ Programme and other EU delegated cooperation initiatives: lead the implementation and monitoring of the DELPAZ Communications and Visibility plan, including analysis on target audiences, stakeholders and beneficiary communities; b) Provide communication support to institutional counterparts and partners involved in DELPAZ Programme and other EU delegated cooperation initiatives: build and maintain capacity of partners and provide technical guidance on the use of communication tools; monitor communication, visibility and knowledge management activities realized by AICS partners; c) Collaborate effectively with embassies, media, and various stakeholders: draft press releases and media kits; d) Work with international organizations and civil society organizations (CSOs) related to DELPAZ Programme and other EU delegated cooperation initiatives, to define and implement communication activities: sustain partnerships with communication and public information officers at the EU Delegation, ADA, UNCDF, implementing partners and Mozambican authorities as appropriate, to ensure alignment in strategic communications around the DELPAZ Programme; e) Develop and implement the Communication Strategy of DELPAZ Programme, with reference to the local economic development component implemented by AICS, aligned to the general communication strategy of AICS Maputo Office, identifying specific actions to enhance its communication identity; f) Organize, manage, and promote visibility and awareness-raising events for DELPAZ Programme and other EU delegated cooperation initiatives; g) Analyze, organize, and catalog the audiovisual materials on DELPAZ Programme and other EU delegated cooperation initiatives held at the AICS Maputo Offices; h) Create and/or oversee the development, editing, production and dissemination of specific informational products about DELPAZ Programme and other EU delegated cooperation initiatives, such as articles, news items, press releases, press kits, media reports, brochures, websites, newsletters, speech texts, and content for social networks, while promoting storytelling and journalistic-style

	<p>articles for the AICS blog-magazine 'Oltremare';</p> <ul style="list-style-type: none"> i) Collaborate on the drafting of the headquarters' Annual Report in a popular and innovative format; j) Ensure the website and dedicated social media (including Facebook and Twitter pages) of the AICS Maputo Office are regularly updated with news regarding DELPAZ and other EU delegated cooperation activities; k) Facilitate the dissemination of information products across the AICS, EU and DELPAZ network and to key stakeholders, ensuring broad visibility through the web; l) Maximize the dissemination of the results of DELPAZ and other EU delegated cooperation initiatives among local authorities, civil society, and the public; m) Prepare informational and/or dissemination materials pertaining to the activities under DELPAZ and other EU delegated cooperation initiatives' areas of responsibility; n) Conduct inspections, measurements, surveys, and checks related to the execution of contracts for the supply of goods and services under the AICS Maputo Office's purview: coordinate with external suppliers and consultants for content development, editing, production and distribution of communication products and reports, and for the organization of events; o) Contribute to the preparation and management of communication and visibility budgets; p) Produce, review, and perform quality control of all Programme external reports and official documents; q) 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; r) Contribute to structure the PMU internal and external communication flow and the physical and digital DELPAZ archives about the Programme, ensuring 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) Participate in the management and coordination relationships with the Communication Office of AICS in Rome; v) Ensures the accurate and timely entry of activities into the Transparency Portal (PAT), in coordination with the sector representative; w) Perform any additional activities as required by the Head of AICS Maputo Office, related to the qualifications held.
GROSS SALARY	<u>Gross salary: Euro 20.834,00 for six months</u>

	Gross allowance for additional benefits (granted only in case of tax residence outside the country where the service is provided): Euro 22.509 for six months.
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The gross 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;
- 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 fields such as: Communications Studies, Journalism, International Relations, Political and Social Sciences, Foreign Language and Literature, International Development, or related fields of study
 - or
 - Graduate Certificate/Master's Degree or equivalent title (level 7 European Qualification Framework EQF) in other fields together with at least 5 years of relevant professional experience in the communication, visibility, reporting, public relations, press management, advocacy, journalism,
 - 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,



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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) Have acquired the following professional experience: proven and qualified experience of at least 2 years in a position equivalent to the one outlined in the Selection Notice, or alternatively, at least 5 years of experience in a position as an Expert in the topics covered by the selection notice;
- i) Fluency in written and spoken English (C1 Level - Common European Framework of Reference);
- j) Fluency in written and spoken Italian (C2 Level - Common European Framework of Reference);
- k) Fluency in written and spoken Portuguese (B2 Level - Common European Framework of Reference);
- l) Proficiency in the use of the main Microsoft Office applications (Word, Excel, Power Point).

3.2 Preferential requirements.

The following are considered preferential requirements and will be evaluated for the allocation of points for qualifications under the next Article 4, 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) Fluency in written and spoken Portuguese (C1/C2 Level - Common European Framework of Reference);
- c) Previous work experience in underdeveloped countries in activities and functions comparable to those covered by this notice.

4. SUBMISSION OF THE APPLICATION

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 TUESDAY, JUNE 3, 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: **004/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**:



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- 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) To have gained the professional experience specified in Article 3, point 3.1, letter h) of the Notice;
- f) Citizenship or citizenships obtained;
- g) Full enjoyment of political and civil rights;
- h) 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;
- i) Absence of convictions for any criminal offence and absence of any pending criminal charge both in Italy and abroad;
- j) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad.
- k) Fluency in written and spoken English (min. C1 Level - Common European Framework of Reference);
- l) Fluency in written and spoken Italian (min. C2 Level - Common European Framework of Reference);
- m) Fluency in written and spoken Portuguese (min. B2 Level - Common European Framework of Reference);
- n) Proficiency in the use of the main Microsoft Office applications (Word, Excel, Power Point).

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 provided pursuant to Articles 46 and 47 of Presidential Decree No. 445 of December 28, 2000, limited to cases where the states, personal qualities, and facts are contained in public registers in Italy or the European Union and, in the latter case, provided that AICS is granted access for any necessary checks. Should subsequent checks reveal the falsity of the substitute declarations made, the undersigned acknowledges that they will face the criminal penalties provided for in Article 76 of the same Presidential Decree No. 445/2000 and will immediately lose their employment and any other benefits possibly obtained based on the false declaration."*

The applications shall **also include**:

- a) Dated and signed motivation letter in English;
- b) Copy of valid Passport or Identity Card;
- c) Italian tax code (where applicable);
- d) Dated and signed Curriculum vitae in English, including authorization to process personal data, from which the elements useful for the scoring of qualifications, as specified in Article 5, point 5.2, can be clearly and sufficiently detailed, including the names of at least 3 professional references with their respective contact information (name, surname, email, and phone 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 not 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 his capacity as the person responsible for the procedure, assesses the 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: 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 OUTCOME

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 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.

The selected candidate will be invited by the AICS Maputo Office to submit the required documentation for the hiring process.

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 end 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 the AICS 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@aic.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 fulfil 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.
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@gdgd.it, protocollo@pec.gdgd.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 AICS Maputo Office


Paolo Enrico Sertoli

THIS NOTICE WAS PUBLISHED ON THE WEBSITE OF AICS MAPUTO OFFICE ON MAY 19, 2025.

