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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 NO. 006/AICSMAPUTO/2025

INTERNATIONAL ADMINISTRATION AND FINANCE EXPERT

- Profile:** (International) Administration and Finance Expert Component: "Digital Competences, Entrepreneurship and Services as Opportunities for Youth Growth in Mozambique", financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS) – AID 012807
- Job Title:** Administrative and financial Expert
- Professional level:** Middle (Middle)
- Programme:** "VaMoz Digital!" - Component: "Digital Competences, Entrepreneurship and Services as Opportunities for Youth Growth in Mozambique", financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS) – AID 012807. Code NDICI AFRICA/2023/442-998.
- 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;
- Contribution Agreement for the implementation of VaMoz Digital! Action signed on April 12 and 13, 2023, respectively, by the European Union Delegation in Maputo and the Director General of AICS, which approves the financing of the delegated cooperation program NDICI AFRICA/2023/442-998: "VaMoz Digital! Digital Competences, Entrepreneurship and Services as Opportunities for Youth Growth in Mozambique" - AID 12807.



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The AICS Maputo Office

Announces

It is open a recruitment process for an **International Administration and Finance Expert** for the “VaMoz Digital! Digital Competences, Entrepreneurship and Services as Opportunities for Youth Growth in Mozambique - NDICI AFRICA/2023/442-998” – AID 12807, 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 little investment in connectivity and weak capacities of 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 non-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 foster entrepreneurship (Output 2.4-2.5), as well as to improve efficiency, effectiveness, and accessibility of digital services (Output 1.1-1.3). The 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



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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 was launched for each region and AICS selected 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: Quelimane and Nampula. The AICS programme team led the grant awarding processes and is closely supervising implementation in both regions, while also coordinating this work in the peripheral regions with the parallel technical assistance work to be done at the level of Central Government institutions.

2. TERMS OF REFERENCE

PROFILE	<u>International Administration and Finance Expert – Middle (Middle)</u> Component: “VaMoz Digital! Digital Competences, Entrepreneurship and Services as Opportunities for Youth Growth in Mozambique - NDICI AFRICA/2023/442-998” – AID 12807
DUTY STATION	AICS Office in Maputo – Delegated Cooperation Office, with possible missions in the national territory and in the countries under the jurisdiction of the AICS Office in Maputo (Malawi, Zimbabwe, Zambia, and Angola). The work location may be changed by the Head of Office, subject to prior authorization from AICS Rome, during the validity of the contract for reasons of public interest, 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.
DURATION OF ASSIGNMENT	12 months fixed-term contract (c.d. “prazo certo” in compliance 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.



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<p>PURPOSE OF THE ASSIGNMENT</p>	<p>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. S/he 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.</p>
<p>TERMS OF REFERENCE</p>	<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) Manage the administrative and accounting aspects of the Programme; b) Prepare and process the administrative documents required for the proper management of the assigned Programme; c) Collaborate in the preparation and drafting of agreements and contracts related to the assigned Programme; d) Process and prepare payment documents related to the assigned Programme; e) Manage relationships with banking institutions; f) Contribute to the sound financial management and administration of the funds allocated to the assigned Programme; g) Ensure accurate and timely accounting updates for the assigned Programs/Projects, promptly recording all relevant transactions in AICS systems; h) Prepare interim and final administrative-accounting reports; i) Collaborate, within the scope of responsibilities, in drafting technical Project documents (operational plans, amendments, funding proposals, etc.); j) Provide support in the preparation of tender documents for the procurement of goods, works, and services; k) Review financial plans and verify interim and final financial reports submitted by Program/Project Partners or under bilateral initiatives; l) Assist in preparing the office's budget, financial statements, and any other accounting documents required by AICS regulations; m) Support the proper management of assets procured under the assigned Programs/Projects, including assistance in donation processes;



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	<p>n) Perform inspections, measurements, surveys, and verifications, including those related to the execution of supply and service contracts signed by the office;</p> <p>o) In close coordination with the Head of Office and Program Management Unit, manage relationships with the competent Offices of the Legal-Administrative Deputy Directorate of AICS Rome;</p> <p>p) Participate in meetings, conferences, and other initiatives related to or connected with assigned responsibilities;</p> <p>q) Perform any other duties related to the position and deemed necessary by the Head of Office.</p>
ANNUAL GROSS SALARY	<p><u>Gross annual salary: 46.159,00 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): 49.848,00 euro.</p>

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

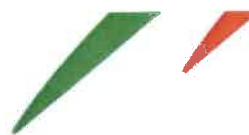
Candidates will be considered eligible for selection on the basis of the following essential requirements:

- 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;



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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 field as: Business/Public Administration, Law, Economics, Political Science, Accounting, Statistics and Economics or similar field of study in the relevant field together,

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 as: Business/Public Administration, Law, Economics, Political Science, Accounting, Statistics and Economics or similar 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) Have acquired the following professional experience: proven and qualified experience of at least 5 years in a position equivalent to the one outlined in 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 (B1 Level - Common European Framework of Reference);

l) 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":



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- 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) Previous work experience in underdeveloped countries in activities and functions comparable to those covered by this notice;
- c) Previous knowledge of double-entry accounting tools.

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, AUGUST 22, 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**: 006/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. 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;



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- 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;
- 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. B1 Level - Common European Framework of Reference);
- n. Be familiar with and able to use basic computer tools, especially MS Office (Word, Excel, PowerPoint).

Italian and European Union candidates 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 acknowledge 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 (if available);
- 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) The failure to declare, or the incomplete declaration in the application for admission, concerning elements that do not constitute essential requirements as referred to in 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.



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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 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.



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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 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



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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@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 Deputy Head of Office
Maria Cristina Pescante



THIS NOTICE WAS PUBLISHED ON THE WEBSITE OF AICS MAPUTO OFFICE ON AUGUST 8, 2025.