



Desenvolvimento Local
para a Consolidação da
Paz em Moçambique

PROFESSIONAL VACANCY ANNOUNCEMENT

FOR THE RECRUITMENT OF TEMPORARY STAFF AICS MAPUTO OFFICE

CODE:	008/AICSMAPUTO/2025
JOB TITLE:	Executive staff
PROFILE:	Executive Secretary
LEVEL:	Executive staff
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

- CONSIDERING** Law No. 125 of August 11, 2014, on *"Disciplina generale sulla cooperazione internazionale per lo sviluppo"*;
- CONSIDERING** Decree of the Italian Ministry of Foreign Affairs (MAECI) n. 113 of 22nd July 2015: *"Statuto dell'Agenzia italiana per la cooperazione allo sviluppo"*, art. 11, comma 1, lett. c);
- CONSIDERING** Decree of the Italian Ministry of Foreign Affairs (MAECI) n. 2430 of 15th December 2015 approving the *"Regolamento di organizzazione dell'Agenzia italiana per la cooperazione allo sviluppo"*, art. 5, comma 4;
- CONSIDERING** the Republic Presidential Decree n. 18/1967, and in particular the title VI;
- CONSIDERING** The Delegation Agreement (Contribution Agreement) No. FED/2022/431-433 e FED/2020/419-614 signed on December 9 and 10, 2020, 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: *"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"*;
- CONSIDERING** the Resolution of the Joint Committee No. 101 of November 19, 2019, and the annex *"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"*;



Desenvolvimento Local
para a Consolidação da
Paz em Moçambique

CONSIDERING

the Decision of the Director of the Italian Agency for Development Cooperation (hereinafter also 'AICS') No. 1846 of June 26, 2023, entitled *"Adozione della disciplina dei contratti individuali di lavoro di diritto privato a tempo determinato disciplinato dal diritto locale" stipulati dalle Sedi estere dell'Agenzia Italiana per la Cooperazione allo Sviluppo ai sensi dell'art. 11, comma 1, lett.c) del Decreto del Ministero degli Affari Esteri e della Cooperazione Internazionale of July 22, 2015, No. 113"* – Amendments and additions to the Director's Decision No. 454 of December 21, 2022, as well as the related annexes;

CONSIDERING

the Director's Decision No. 1828 of June 23, 2023, concerning *"Dotazione organica delle sedi estere dell'Agenzia Italiana per la Cooperazione allo Sviluppo. Specifiche professionali e processi di reclutamento"*.

**THE HEAD OF OFFICE
GIVES NOTICE**

A selection procedure is announced for fixed-term personnel, as per Article 11, paragraph 1, letter c) of the Decree of the Minister of Foreign Affairs and International Cooperation of July 22, 2015, No. 113, according to the specifications outlined below.

1. CONTENT AND PURPOSE OF THE ASSIGNMENT

POSITION SOUGHT	Executive Secretary – Executive staff
WORK LOCATION	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 private law employment contract governed by local law in Mozambique (Lei do Trabalho 13/2023 and subsequent amendments).
WORKING HOURS	36 hours per week
START OF ASSIGNMENT	At the end of the selection process, subject to prior approval by EU of the extension of DELPAZ Sub-programme for Manica and Tete Provinces (Addendum No. 3),
DURATION OF THE ASSIGNMENT	Fixed-term (so-called "prazo certo" regulated by Articles 40 - 43 of the Mozambique Labor Law), for 6 months, subject to prior approval by EU of the extension of DELPAZ Sub-programme for Manica and Tete



Desenvolvimento Local
para a Consolidação da
Paz em Moçambique

	Provinces (Addendum No. 3), with the possibility of extension, subject to needs, availability of funds, satisfactory performance and duration of the Programme.
ASSIGNMENT OBJECTIVE	Provide secretarial support to the Delegated Cooperation Programme "DELPAZ - Local Development for the Consolidation of Peace in Mozambique", code FED/2022/431-433 and FED/2020/419-614 and perform front office duties.
MAIN TASKS	Under the supervision of the Head and/or Deputy Head of the AICS Maputo Office and the DELPAZ Coordinator, in coordination with the DELPAZ Programme Management Unit and other delegated programmes the Executive Segretaty will perform the following tasks: a) Arrange and record incoming correspondence (memos/letters/e-mails), through all digital channels currently in use, and assist the EU Delagated Programmes office in disposition and distribution to the relevant staff, monitoring keeping the Programme Manager informed regarding the status of follow up; b) Arrange and record outgoing correspondence (memos/letters/e-mails), through all digital channels currently in use, and assist the EU Delagated Programmes office in checking wording and style, providing the necessary background information, dispatches and files as required; c) Draft memos/letters/e-mail/other response statements as requested by the Programme Manager; d) Follows-up pending matters within the PMU; e) Schedule appointments of the Programme Coordinator and in general of the PMU; f) Translate correspondence of the EU Delegated Programmes office from Portuguese to English and vice versa as required; g) Assist in the preparation for Meetings with Pregramme development partners, government representatives, peace process representatives and other high-level bodies; service these meetings and produce minutes/summaries of proceedings or decisions thereof when required; h) Front Office duties at the Office; i) Management of office supply inventory, including updating the check-in/check-out records; j) Management of hygiene and sanitary supplies inventory, with updates to the check-in/check-out records; k) Management of toner inventory, with updates to the check-in/check-out records; l) Management of water dispenser bottle supply; m) Supervision and focal point for minor maintenance and interventions in the office (e.g., contacting suppliers based on the provided contact list);



Desenvolvimento Local
para a Consolidação da
Paz em Moçambique

	n) Assists in the preparation of HR-related documentation and operational files concerning personnel management; o) Ensure the execution of any other task essential to the performance of the above duties and any other duty required based on the employee's position, as instructed by the Head or Deputy Head or the Administrative-Accounting Support Officer, if delegated. The aforementioned tasks and responsibilities will be carried out entirely or partially by the Executive Secretary based on the instructions given by the Head or Deputy Head and/or the Programme Coordinator.
GROSS ANNUAL COMPREHENSIVE SALARY	<u>Gross annual salary: EUR 20.048,70 (10.024,35 for six months).</u> <u>In addition to the gross annual salary, the office will provide family situation allowances as per Article 157-bis of the DPR 18/67.</u>

The gross annual salary (RAL) is non-negotiable for the entire duration of the employment contract.

Any allowances for overtime, if applicable, are subject to periodic review based on the reference terms defined in Article 5 of the annex to C.C. Resolution No. 101/2019 and as a result, may increase or decrease during the validity of the contract.

The selected individual, during the term of the contract with AICS, will be bound by an exclusivity clause and, therefore, will not be allowed to engage in any other employment activities, in any form and even outside of working hours, as per Article 11, Paragraph 3 of Ministerial Decree No. 113/2015.

2. ESSENTIAL AND PREFERRED REQUIREMENTS

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

2.1. Essential Requirements

To be admitted to the selection, the candidate must meet the following essential requirements:

- Be at least 18 years old;
- Be physically fit to carry out the tasks required by the position;
- Have been a resident for at least two years in the country where the foreign office is located where the service is to be provided;
- enjoy civil and political rights;

- e) Not have received, in the three years preceding the deadline of the Selection Notice, an inadequate performance review ("Severely Inadequate" or "Inadequate") in evaluations of work performed under contracts with AICS foreign offices;
- f) Not have any criminal convictions, not be subject to preventive measures, and not be under any criminal or financial proceedings, either in Italy or abroad;
- g) Not have been dismissed, discharged, or terminated from employment or any other work relationship with a public administration, either in Italy or abroad;
- h) Hold a secondary school diploma or an equivalent qualification according to the education system of the country where it was obtained
- i) Have at least 2 years of proven professional experience in a position equivalent to the one described in the Selection Notice;
- j) Have a proficiency in the English language equivalent to level B2 of the Common European Framework of Reference for Languages;
- k) Have a proficiency in written and spoken Italian at or above level B1 of the Common European Framework of Reference for Languages;
- l) Have a proficiency in written and spoken Portuguese at or above level C2 of the Common European Framework of Reference for Languages;
- m) Be familiar with and able to use basic computer tools, especially MS Office (Word, Excel, PowerPoint).

2.2. Preferred Requirements

The following are considered preferred requirements and will be evaluated for the assignment of points under the category "Other titles or professional competencies" in Article 5 of this notice:

- a) Possession of higher academic qualifications than those required, with appropriate certification attached, including copies;
- b) Proven previous experience in performing similar duties within an office of a comparable nature;
- c) Proficiency in the Italian language at a level equal to or higher than B2 of the Common European Framework of Reference for Languages (CEFR).

3. SUBMISSION OF APPLICATIONS

3.1. Application Submission Methods

The application for admission to the selection process, signed by the candidate, under penalty of exclusion:



MUST BE SUBMITTED BY 24:00 (Mozambique time) OF WEDNESDAY, NOVEMBER 5, 2025.

Applications, including all signed attachments as outlined in paragraph 3.2, can be submitted electronically to the following email address: recruitment.maputo@aics.gov.it, with the subject line indicating the Notice Code: **008/AICSMAPUTO/2025**. The Agency is not responsible for communications sent by the candidate but not received at the specified email address or received after the deadline of this Notice.

Alternatively, applications can be submitted in person or via courier to the AICS office in Maputo, located at Rua Damiao De Gois n. 381. To comply with the deadline set in the notice, the submission date and time recorded by the AICS staff when the package is delivered will be used.

3.2. Application Contents

The application for admission to the selection process, drafted as a legal binding statement according to Articles 46 and 47 of the D.P.R. 28.12.2000 n. 445, must include all the following declarations, which the candidate makes under their responsibility, **under penalty of exclusion**:

- a) Surname, first name, date of birth, place of birth, place of residence, place of domicile if different from the place of residence, country of tax residence;
- b) Phone number and email address to which communications related to the selection process must be sent (any updates to contact information must be promptly communicated to the AICS office);
- c) Citizenship or citizenships held;
- d) Confirmation of enjoying civil and political rights;
- e) Confirmation of being physically fit to perform the tasks required by the position;
- f) Confirmation of being resident for at least two years in the country where the foreign office is located where the service is to be provided;
- g) Confirmation of not having received an insufficient performance rating ("Severely Inadequate" or "Inadequate") within three years prior to the deadline of the selection notice, regarding work done under contracts with AICS foreign offices;
- h) Confirmation of not having any criminal convictions, not being subject to preventive measures, and not being under any criminal or financial proceedings, either in Italy or abroad;
- i) Confirmation of not having been dismissed, discharged, or terminated from employment or any other work relationship with a public administration, either in Italy or abroad;
- j) The academic qualification required for admission to the selection, as specified in Article 2, point 2.1, letter h) of the Notice;
- k) Confirmation of having the professional experience as stated in Article 2, point 2.1, letter i) of the Notice;

- l) Confirmation of possessing knowledge of the English language equivalent to the requirements stated in Article 2, point 2.1, letter j) of the Notice;
- m) Confirmation of possessing knowledge of the Italian language equivalent to the requirements stated in Article 2, point 2.1, letter k) of the Notice;
- n) Confirmation of possessing knowledge of the Portuguese language equivalent to or above the requirements stated in Article 2, point 2.1, letter l) of the Notice;
- o) Confirmation of knowing and being able to use the required computer applications as mentioned in Article 2, point 2.1, letter m) of the Notice.

Candidates who are Italian or EU citizens must include the following statement at the end of their application: *"The declarations made in this application are provided in accordance with Articles 46 and 47 of D.P.R. 28 December 2000 n. 445, 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 the AICS office is given the opportunity to access these for any necessary checks. If subsequent checks reveal that any of the substitute declarations are false, the applicant is aware that they will be subject to the criminal penalties as per Article 76 of the same D.P.R. n. 445/2000, and will immediately lose their position and any benefits obtained based on the false declaration".*

The candidate **must attach** the following documents to their application:

- a) A valid identity document;
- b) Italian tax code (if applicable);
- c) A curriculum vitae in English and/or Portuguese, dated and signed, with authorization for the processing of personal data, which clearly indicates all relevant details for the evaluation of qualifications as outlined in Article 4, point 4.2. including the names of at least three work references with their respective contact details (name, surname, email, and phone number).

3.3 Exclusion Causes:

The following will result in exclusion from the selection process:

- a) Receiving the application after the deadline set in Article 3, paragraph 3.1;
- b) Failure to date and sign the application as specified in Article 3, paragraph 3.2;
- c) Failure to declare the possession of admission requirements as specified in Article 2, paragraph 2.1;
- 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 2, paragraph 2.1;
- e) Partial or total absence of the required attachments to the application;
- f) Failure to date and sign the curriculum vitae.



Desenvolvimento Local
para a Consolidação da
Paz em Moçambique

The deficiencies listed in letters b) (limited to the absence of a date), d), e), and f) may be corrected through a supplementary procedure, communicated to the email address provided by the candidate, within a deadline established by the AICS 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.

4. EVALUATION OF QUALIFICATIONS AND INTERVIEW

4.1. Preliminary Actions for Evaluation

Once the deadline for the Notice has passed, and any additional deadlines set for supplementary procedures have passed, the Head of the office, as the person responsible for the process, will assess the eligibility of the candidates based on the presence of essential requirements and the absence of exclusion causes.

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

The Examination Committee is appointed by the Head of the office after the expiration of the Notice's deadlines.

4.2. Evaluation

The Examination Committee evaluates the eligible applications, assigning a total maximum score of **30 points** to each candidate, according to the criteria specified below. The scores are assigned without using decimal points.

QUALIFICATIONS: Up to 15 points

- Relevance and pertinence of professional experience, regardless of where it was acquired, useful for carrying out the assignment: **up to 7 points**;
- relevance and pertinence of professional experience useful for carrying out the assignment acquired at an AICS foreign office: **up to 3 points**;
- language skills and proficiency in using computer tools: **up to 2 points**;
- other relevant titles or professional competencies useful for carrying out the assignment: **up to 3 points**.

INTERVIEW: up to 15 points



Cooperação
Austriaca para o
Desenvolvimento



Candidates who are admitted to the selection process will be invited by email to attend an interview, which will be assigned a maximum of **15 points** based on the outcome.

The interview will take place at the AICS office in Maputo or via audio-video connection, depending on the candidate's choice, in the language(s) specified as essential in the Notice (more than one language may be required if specified).

The interview may also include technical-practical tests and aims to further assess the candidate's knowledge and experience, relevant competencies for the tasks to be performed, language skills, interpersonal abilities, and any other elements deemed necessary to evaluate the candidate's suitability for the position.

Failure to attend the interview at the scheduled date and time, without valid reasons (which will be evaluated at the Commission's discretion for acceptance or rejection), will be considered a withdrawal from the selection process by the candidate.

Candidates are not entitled to reimbursement for any expenses incurred to attend the interview.

5. RESULTS OF THE SELECTION

The final merit list is composed of candidates who have achieved a score of at least **10/15 points** in the interview.

The ranking is formed in descending order based on the sum of the scores obtained by candidates in their qualifications and the score from the interview. In the event of a tie, priority will be given to the candidate who scored higher in the interview, and if there is still a tie, the younger candidate will be preferred.

The ranking will be published on the AICS office website and does not require further communication with the candidates. The ranking remains valid for one year; it is at the discretion of the office to 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 the selected candidate's resignation or early termination of the contract, the office may move forward with the ranking, provided that necessary financial resources are available. The selected candidate will be invited by the AICS office in Maputo to submit the required documentation for employment purposes.

However, the employment contract will not be signed with a candidate whose age exceeds the statutory limit for retirement placement according to the applicable social security regulations, based on the candidate's specific situation, or if the candidate will reach that age by the end of the contract.

6. PERSONAL DATA

By submitting their applications, candidates consent to the processing of their personal data by the personnel responsible for collecting and storing the applications and processing them in accordance with the objectives 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 examination and possible employment will be conducted in accordance with the principles of legality, fairness, and transparency, safeguarding the rights and fundamental freedoms of individuals.

To this end, the following information is provided:

1. The data controllers are the Director of the Italian Agency for Development Cooperation and the Head of the AICS Office in Maputo;
2. For questions or complaints regarding the processing of personal data, the data subject can contact the Data Protection Officer (DPO) of the Italian Agency for Development Cooperation at the following email address: dpo@aic.gov.it;
3. The personal data processed is solely for the purpose of admission to the selection exams for candidates and managing the employment relationship for the selected candidate;
4. The data processing is carried out by specifically designated personnel;
5. The data of the selected candidate will be communicated to the entities required by Italian and local regulations: trusted lawyers for defense before the local courts, private insurance companies for the obligations under Article 158 of DPR No. 18/1967; INPS, INAIL, local social security/assistance bodies, local authorities for necessary compliance purposes;
6. For non-selected candidates, in the absence of other legal references, the data will be deleted after 5 years from the selection procedure, in accordance with Articles 157, 161, and 317 of the Penal Code. For legal security reasons, the data of selected candidates will be stored for a necessary period in their personal files according to Article 68 of DPR No. 445/2000;
7. The data subject has the right to request access to their personal data and, under the conditions set by current regulations, their rectification. Within the limits of the law, and subject to the consequences on the continuation of the administrative process, they may also request the limitation of processing or object to the processing. In these cases, the data subject should contact the AICS Office in Maputo, informing the DPO of the Agency as well.
8. If the data subject believes that their rights have been violated, they can submit a complaint to the DPO of the Agency. Alternatively, they can contact the Data Protection Authority (Garante per la Protezione dei Dati personali) at the following addresses: garante@gdgd.it, protocollo@pec.gdgd.it.

7. SALVAGUARD CLAUSE

The AICS office in Maputo reserves the right to revoke this notice or to refrain from hiring the selected candidate for justified organizational and/or financial reasons.

The Head of the AICS Office in Maputo


Paolo Enrico Serelli



THE PRESENT NOTICE WAS PUBLISHED ON THE WEBSITE OF THE AICS OFFICE IN MAPUTO ON OCTOBER 9, 2025.