



Agenzia Italiana per la Cooperazione allo Sviluppo

PROFESSIONAL VACANCY ANNOUNCEMENT
FOR THE RECRUITMENT OF TEMPORARY STAFF

AICS MAPUTO OFFICE

CODE:	001/ZMBEU/2026
JOB TITLE:	Manager
PROFILE:	Manager for the Programme: “Improved Livelihoods through Enhanced Access to Forest products, services, finances and value chains (LEAF)”, financed by the European Commission and implemented by the Italian Agency for Development Cooperation (AICS) – AID 13552
LEVEL:	Manager Low
PROGRAMME:	<i>Improved Livelihoods through Enhanced Access to Forest Products, Services, Finances and Value Chains - NDICI ACT 61218 – 700004851 - AID 13552/01/0</i> financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS)
AID:	AID 13552

- CONSIDERING** the Law No. 125 of August 11, 2014, entitled “*Disciplina generale sulla cooperazione internazionale per lo sviluppo*”;
- CONSIDERING** the 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, letter c) and following provisions;
- CONSIDERING** the Decree of the Italian Ministry of Foreign Affairs (MAECI) n. 2438 of 15th December 2015 approving the “*Regolamento di organizzazione dell’Agenzia italiana per la cooperazione allo sviluppo*”, art. 5, paragraph 4;



CONSIDERING

The Contribution Agreement between the European Union and Italian Agency for Development Cooperation (AICS) signed on May 5 and 7 and 12, 2026, respectively, by the Director General of AICS, the European Union Delegation in Lusaka and the Director General of CzDA, which approves the financing of the delegated cooperation programme *Improved Livelihoods through Enhanced Access to Forest Products, Services, Finances and Value Chains* - NDICI ACT 61218 – 700004851 - AID 13552/01/0;

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*”;

CONSIDERING

the Resolution 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.

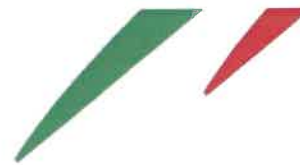
THE DEPUTY HEAD OF OFFICE

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

PROFILE	Manager - Low
DUTY STATION	AICS Maputo Office, based at the AICS Programme Office in Lusaka (Zambia), also responsible for Malawi, with possible duty travel within Mozambique and to the countries under the jurisdiction of the AICS Maputo Office (Malawi, Zimbabwe, Mozambique, Angola and Botswana).



	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 the laws of Zambia (Employment Code Act No. 3 of 2019 as amended by the Employment Code (Minimum Wages and Conditions of Employment) (General) Order, 2023).
PROBATION PERIOD	3 months from the date of commencement of the assignment.
WORKING HOURS	36 hours per week
START OF ASSIGNMENT	Once the selection process has been completed
DURATION OF THE ASSIGNMENT	A fixed-term contract for 12 months, with the possibility of extension
PURPOSE OF THE ASSIGNMENT	The Manager will be responsible for the management, coordination, and monitoring of the Programme <i>“Improved Livelihoods through Enhanced Access to Forest Products, Services, Finance and Value Chains (LEAF)”</i> financed by the European Union.
MAIN TASKS	<p>Working in close coordination with, and under the supervision of, the Head and/or Deputy Head of Office, he/she may be required to perform the following tasks:</p> <ul style="list-style-type: none"> • To perform managerial functions, with a high level of responsibility, for the Programme <i>Improved Livelihoods through Enhanced Access to Forest Products, Services, Finances and Value Chains - NDICI ACT 61218 – 700004851 - AID 13552/01/0</i>); • To coordinate the human and financial resources allocated to the implementation of the Programme <i>Improved Livelihoods through Enhanced Access to Forest Products, Services, Finances and Value Chains - NDICI ACT 61218 – 700004851 - AID 13552/01/0</i>); • In line with the objectives and project documents, organise and ensure, under his/her responsibility, the proper execution of the activities envisaged under the relevant Programme; • To oversee, in collaboration with project Partners, the implementation of the relevant Programme, including their review, optimisation and maintenance; • To manage, in consultation with the Head of Office, relations with key stakeholders (donors, institutional counterparts, etc.) involved in the relevant Programme(s)/Project(s);



	<ul style="list-style-type: none">• To prepare (or supervise the preparation of) reports on activities carried out and technical fiches on the country(ies) concerned by the relevant Programme(s)/Project(s);• To prepare (or supervise the preparation of) information and/or communication materials related to the relevant Programme(s)/Project(s);• To carry out periodic field visits to intervention areas in order to verify the state of progress of the relevant Programme(s)/Project(s);• Where required, carry out (or supervise) training and information activities for the beneficiaries of the relevant Programme(s)/Project(s).• Within the scope of his/her specific expertise, provide support in the preparation of documentation related to procurement procedures (works, services and supplies) connected to the implementation of the relevant Programme(s)/Project(s);• To take part in coordination groups relating to the Programme(s)/Project(s) and/or relevant thematic areas;• To collaborate, where necessary, with managers/focal points of other initiatives and/or cross-sectoral activities related to the relevant Programme(s)/Project(s);• Within the scope of his/her specific expertise and with reference to the relevant Programme(s)/Project(s) and/or thematic areas of competence/interest, design and implement feasibility studies, assess, adapt and select the most appropriate modalities for the implementation of initiatives, and analyse new methodologies for their execution;• To provide support and ensure coordination with AICS Rome thematic focal points;• To participate, upon assignment by the Head of Office, in meetings, conferences, seminars or other initiatives related to and/or connected with the relevant Programme(s)/Project(s);• Ensure coherence between annual work plans, performance indicators and expected results within a structured results-based management framework.• To ensure full compliance with EU delegated cooperation rules and Financing Agreement provisions, beyond standard procurement-related support functions.• To validate narrative and financial reports prior to their submission to the Contracting Authority;• To ensure the integration and delivery of cross-cutting priorities, including gender equality, environmental safeguards and social inclusion;• To perform any additional duties consistent with the professional profile, as deemed necessary by the Head of Office.
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GROSS ANNUAL COMPREHENSIVE SALARY	Gross annual salary (RAL): EUR 62.612,00
	Annual gross allowance for additional benefits (granted only in case of tax residence outside the country where the service is provided): EUR 63.518,00

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:

- a) Be at least 18 years old;
- b) Be physically fit to carry out the tasks required by the position;
- c) Enjoy civil and political rights;
- d) 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;
- e) 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;
- f) Not have been dismissed, discharged, or terminated from employment or any other work relationship with a public administration, either in Italy or 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 such as: Economics, Political Science, International Relations, Law, Development Studies, Public Administration, Management,

or

- Graduate Certificate/Master's degree or equivalent qualification (Level 7 of the European Qualifications Framework EQF) in another field, together with at least 5 years of relevant professional experience in Programme Management and International Development Cooperation;

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 in Programme Management and International Development Cooperation;
 - 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 in Programme Management and International Development Cooperation;
- 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 7 years of experience in a position as an Expert in the sector covered by the selection notice;
 - i) Fluency in written and spoken Italian (C2 Level - Common European Framework of Reference);
 - j) Fluency in written and spoken English (C1 Level - Common European Framework of Reference);
 - k) Proficiency in the use of the main Microsoft Office applications (Word, Excel, Power Point).

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 4 of this notice:

- a) Any postgraduate academic qualifications relevant to the functions to be performed;
- b) Other specialization courses in the sector relevant to the selection notice (Sustainable Rural Development and Natural Resources);
- c) Professional experience in the country of reference (Zambia) and/or in the region of intervention (Southern Africa);
- d) Previous professional experience in the management of European Union-funded programmes and projects.

3. SUBMISSION OF APPLICATIONS **Application Submission Methods**

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

MUST BE SUBMITTED BY 16:30 (MOZAMBICAN TIME) OF MONDAY, AUGUST 3rd, 2026

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: **001/ZMBEU/2026**. 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.

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 (See Annex 1 to this Notice), 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. Confirmation of being physically fit to perform the tasks required by the position;
- d. The academic qualification required for admission to the selection, as specified in Article 2, point 2.1, letter g) of the Notice;
- e. Confirmation of the professional experience as stated in Article 2, point 2.1, letter h) of the Notice;
- f. The citizenship, or citizenships, held by the applicant;
- g. Full enjoyment of political and civil rights
- h. 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;
- i. 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;
- j. 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;
- k. Confirmation of possessing knowledge of the Italian language equivalent to the requirements stated in Article 2, point 2.1, letter j) of the Notice;
- l. Confirmation of possessing knowledge of the English language equivalent to the requirements stated in Article 2, point 2.1, letter i) of the Notice;
Confirmation of knowing and being able to use the required computer applications as mentioned in Article 2, point 2.1, letter l) 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) Dated and signed motivation letter in English;
- b) A valid identity document;
- c) Italian tax code (if applicable);
- d) A curriculum vitae in English, 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).

Reasons for exclusion from the selection procedure include:

- 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.

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 REQUIREMENTS AND INTERVIEW Preliminary Steps 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

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. SELECTION OUTCOME

The final ranking 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@aics.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 defence 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. SUSPENSION AND PROTECTION CLAUSE

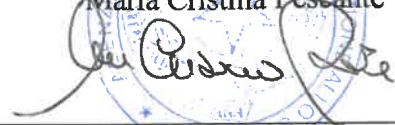


The AICS office in Maputo reserves the right to revoke this notice or to refrain from hiring the selected candidate for justified organizational and/or financial reasons.

The Deputy Head

Acting Head of the AICS Maputo Office

Maria Cristina Pescante



THE PRESENT NOTICE WAS PUBLISHED ON THE WEBSITE OF THE AICS OFFICE IN
MAPUTO ON 01/07/2026.