

**VACANCY NOTICE FOR THE SELECTION OF PERSONNEL WITH A FIXED TERM  
CONTRACT AT THE YANGON FIELD OFFICE  
OF THE ITALIAN AGENCY FOR DEVELOPMENT COOPERATION**

CALL CODE: 015/AICSYANGON/2020

**Profile:** Program Officer – Government Liaison Officer for the initiative "Capacity Development for Donor Coordination in Myanmar (CAD-MM)" - AID 11087

**Normative references:**

Law 11 August 2014 n. 125 "General regulation on international development cooperation".

MAECI decree on 22 July 2015 n. 113 "Regulation containing" Statute of the Italian Agency for Development Cooperation "and in particular Chapter 3, article 11, paragraph 1, letter c).

Italian Development Cooperation Joint Committee (C.C.) Resolution no. 101 of 19 November 2019.

**AICS YANGON ANNOUNCES**

The launch of a recruitment process to hire one (1) Program Officer – Government Liaison Officer.

**1. CONTENT AND PURPOSE OF THE POSITION**

**Job Title:** Program Officer – Government Liaison Officer.

**Workplace:** The post will initially be based in Yangon, in AICS Yangon office, with the possibility of being relocated to Nay Pyi Taw depending on project needs.

**Type of contract:** Fixed-term contract, based on Myanmar law and in compliance with the fundamental principles of the Italian legislative system.

**Salary:** Financial compensation will be established on the basis of the document "Criteria and methods for the selection of personnel not belonging to the Italian Public Administration to be hired with a fixed-term private law contract governed by local law" referred to in the Italian Development Cooperation Joint Committee resolution n. 101 on 19 November, 2019, and to the remuneration charts adopted by AICS Rome Director General with decree no. 1643, on 12 December, 2019, *et seq.*, and taking into account the salary grids effective at AICS Yangon for the positions not covered by the above remuneration charts. Any additional benefit is subject to the availability of resources.

**Duration of the contract:** 6 months – including a 30-day trial period which starts from the beginning of the contract. The contract is renewable based on the duration of the initiative AID 11087 and availability of funds.

**Starting date:** as soon as possible upon completing the selection process.

**Objective of the assignment:** supporting the sound implementation of AICS Yangon portfolio in Myanmar by liaising with relevant government offices.

**Description of the assignment:** the Program Officer - Government Liaison Officer will facilitate the dialogue between AICS Yangon and Myanmar governmental partners on all aspects of project cycle management (formulation, implementation, monitoring and evaluation) of AICS Yangon funded projects. In particular, the Liaison Officer will function as a focal point in dialogue with the Foreign Economic Relations Department (FERD) of the Myanmar Ministry of Investment and Foreign Economic Relations.

The Government Liaison Officer, working under the overall supervision of the Head of Office, the direct guidance of the Head of Programs and in close coordination with the technical and administrative staff of AICS Yangon, the Liaison Officer will have the following duties and responsibilities:

- Supporting the implementation of the project “Capacity Development for Donor Coordination in Myanmar (CAD-MM)”, by fuelling and facilitating a constant dialogue with FERD;
- Facilitating the dialogue with FERD, concerned line ministries and other national and sub-national public partners for the implementation of AICS portfolio in Myanmar, in particular related to the formulation of new projects, including but not limited to the negotiation of agreements, memorandum of understanding etc.;
- Engaging with senior levels of government and project stakeholders to ensure that AICS projects are in line with the national and sub-national priorities as well as national development assistance policies and regulations, and are developed and sustained in a consultative manner;
- Facilitating the articulation and the mainstreaming of AICS procedures and strategy towards and across national and sub-national partners;
- Supporting the organization of meetings, roundtables and events, including but not limited to the drafting of concept notes, briefing points and meeting minutes, in consultation with AICS technical staff;
- Any other additional duty, in line with this job description, if need be.

**Interdiction on carrying out other activities:** the selected candidate must not be in a situation of conflict of interest, including potential, that jeopardize the impartial exercise of their functions, as required by article 53 of legislative decree n. 165 of 2001, revised by law no. 190 of 2012 and by AICS Code of Ethics and Conduct referred to in article 7 below. AICS reserves the right to verify, under penalty of exclusion, the veracity of what has been declared in this regard by the selected candidate.

## 2. REQUIREMENTS

### 2.1 Essential requirements

By the end of the notice period, all eligible candidates must meet the following requirements:

- a) Age not exceeding that required by local regulations for retirement, set at 60 years in Myanmar at the time of the publication of this vacancy;
- b) Be physically fit for work;
- c) Hold a University degree of any level;
- d) Minimum 5-years working experience in development cooperation projects in Myanmar;
- e) Fluency in spoken and written Myanmar language, (C2 Level - Common European Framework of Reference);

- f) Spoken and written working knowledge of English language (B1 Level - Common European Framework of Reference);
- g) Proficient with Microsoft Office or similar products.

## 2.2 Preferred requirements

- a) Postgraduate studies (postgraduate diploma, Master's degree, PhD);
- b) Fluency in spoken and written English language (B2 level and above - Common European Framework of Reference);
- c) Spoken and written working knowledge of Italian language (B1 Level or above - Common European Framework of Reference);
- d) Knowledge of other local languages spoken in Myanmar;
- e) Work experience in development cooperation over the 5 minimum years as per Article 2.1, letter c), above, preferably in project cycle management related duties;
- f) Professional experience as a government liaison officer, preferably in development projects;
- g) Professional experience with Myanmar national and sub-national governmental and public institutions, including consultancies;
- h) Professional experience with sovereign loans in Myanmar;
- i) Other professional courses or training in international development cooperation, public policy and/or project cycle management not qualifiable as postgraduate studies, as per letter a) of the present article.

## 3. TERMS AND CONDITIONS FOR SUBMISSION OF APPLICATIONS

3.1 Applicants are asked to submit a legally binding self-declaration – application form (*dichiarazione sostitutiva di certificazione – domanda di partecipazione*) as per the template attached, stating the following:

- a) Full name, date and place of birth.
- b) Country and city of residence.
- c) Citizenship/s.
- d) Full enjoyment of active and passive electoral rights.
- e) Absence of reported criminal convictions, being the recipient of preventive measures or having been subjected to criminal or accounting proceedings in Italy or abroad.
- f) The applicant has never been subject to revocation, nor been dispensed due to inability, dismissed or terminated from employment with a Public Administration, either in Italy or abroad.
- g) Be physically fit for work.
- h) The applicant does not present any conflicts of interest, including potential, that might jeopardize the impartial exercise of their functions, as required by article 53 of legislative decree n. 165 of 2001, revised by law no. 190 of 2012 and by AICS Code of Ethics and Conduct.

Any candidate whose declaration is proven false shall face penal sanctions according to article 76 of the Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented, and/or facing immediate termination from employment and/or loss of any other benefit obtained on the basis of the false declaration.

3.2 Applicants shall attach the following documents to their application:

- a) Motivation letter in English, duly signed with handwritten signature;
- b) Copy of a valid identity document (meaning not expired by the end of notice period);
- c) Curriculum vitae in English, in Europass format, duly dated and signed with handwritten signature,

including authorization for the processing of personal data. Europass CV format is available at the following link: <https://europa.eu/europass/eportfolio/>

- d) A legally binding self-declaration/application form (as per the attached template), duly dated and signed with handwritten signature, as per the above article 3.1.

Candidates are also asked to indicate their home address, telephone number and e-mail address, to which all communications will be forwarded. In the absence of such information, AICS will forward all communications to the residence address.

Candidates are asked to communicate any change in their contact details that may occur after the submission of the application.

Duly signed applications along with the related attachments as per Article 3.2 must be submitted, under penalty of exclusion, in PDF format, **no later than 17:30 (Yangon time - UTC +6: 30) on 21/09/2020** to the following e-mail address [yangon@pec.aics.gov.it](mailto:yangon@pec.aics.gov.it)

The subject of the email must be "Government Liaison Officer - AID 11087".

#### **4. EXCLUSION FROM SELECTION PROCEDURES**

The following applications will be deemed not eligible:

- a) Applications submitted in forms different to those prescribed in Article 3 of the present notice.
- b) Applications lacking the essential requirements as per Art. 2.1.
- c) Applications without a signature.
- d) Application received after the deadline indicated in Article 3.

#### **5. EVALUATION OF APPLICATIONS**

Once the deadline of the present notice has passed, the AICS Yangon Head of Office will appoint an Evaluation Committee with the task of assessing the eligibility of the applications that have been deemed formally admissible as per the terms set out in Art. 3. Exclusion from the process is communicated to those candidates whose applications are deemed formally inadmissible.

The Committee carries out the eligibility assessment based on the essential requirements set out in Art 2.1.

Subsequently, the Evaluation Committee moves onto the technical assessment of the applications and grades them on a scale 0-100, based on the following criteria:

#### **PREFERRED REQUIREMENTS (MAX 70 POINTS)**

- Education certificates other than the ones required by Art. 2.1. (up to 10 points)
- Linguistic skills, other than the ones required by Art. 2.1. (up to 10 points)
- Work experience (up to 40 points)

- Other titles or professional skills (up to 10 points)

### INTERVIEW (MAX 30 POINTS)

Candidates with a score of at least 40 points are called for an interview, for which the Evaluation Committee can grant a maximum of 30 points. The interview can be held either in person (on the premises of AICS Yangon) or online. The interview is undertaken in the language/s indicated in the notice and is aimed at assessing the candidate's knowledge and experience, his/her skills to carry out the assignment, the required linguistic skills and anything else deemed necessary to evaluate the candidate profile with respect to the position. The interview notice is sent by email to the address indicated by the candidate in his/her application. No reimbursement is foreseen for travel interview expenses.

After the interview, the Evaluation Committee draws up the final ranking list of eligible candidates, including only candidates who have been awarded with a minimum overall score of 60 points (preferred requirements and interview points combined).

## **6. RESULTS OF THE SELECTION**

The candidate with the highest score in the ranking is declared the winner. The winner is informed via certified electronic mail (PEC). The ranking list remains valid for one year and its validity can be extended for another year for essential needs related to the implementation of the project. In case the winning candidate declines the contract offer or in case of early termination of the contract by any of the parties, AICS Yangon reserves the right to appoint the candidate with the next highest score as long as financial resources are available.

In case of a tied score, the youngest candidate is preferred in accordance with Italian recruitment law.

The ranking list of final eligible candidates is published on the websites of AICS Rome and AICS Yangon.

The results of the selection are communicated to all candidates.

## **7. PERSONAL DATA**

By submitting their applications, candidates give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian D. Lgs. 196/2003).

AICS Yangon Head of Office is the person responsible for data processing.

## **8. SAFEGUARD CLAUSE**

AICS has the right to cancel the recruitment process at any stage and at its own discretion.

Yangon, 21/08/2020