



**Programme “Technical Assistance to implement the
“ROBBIKI LEATHER CITY RLC” Relocation Project**

PROFESSIONAL VACANCY ANNOUNCEMENT N. 8/ITEG/2017

DRIVER

1. General Information

Title: DRIVER

Location: Cairo, Egypt

Duration of assignment: 24 months

Initial date: Mid-December 2017

Notification of short listed candidates: Beginning of December 2017

Contracting Authority: Italian Agency for Development Cooperation AICS – Cairo

2. Introduction

The project follows the ambitious "Robbiki Program" launched in 2004 by the Egyptian government and targeted to: (i) the creation of a new industrial district for leather processing in the Robbiki industrial zone, about 50 Km from Cairo (Robbiki Leather City - RLC); and (ii) the subsequent transfer to the district of all production activities related to the leather tanning that are located in the central Old Cairo area of Magra el Eyoun, where are carried by outdated and highly polluting production means.

Up to date, the infrastructure of the RLC have been completed, thanks to a major contribution of the Italian Cooperation: With the present initiative is meant to conclude what has been achieved, continuing to support the Tanners in the decisive phase of the transferring to RLC and upgrading the leather production activities.

The initiative is focused to support the management of the Leather Tanning Technology Center (LTTC) and the RLC's common facilities.

➤ **Project Management Unit (PMU)**

The PMU will act as the Executive Team to action all aspects of implementing the Italian Technical Assistance to support the implementation of the “ROBBIKI LEATHER CITY - RLC” Relocation Project (T.A.I./RLC).

The PMU will manage all activities, that will be reported to a common management information system at service of AICS and the project stakeholders.

3. Duties and responsibilities

The Driver will have to report to the Programme management unit (PMU) staff, under the supervision of the PMU Team Leader .

In particular, the Driver will be directly responsible:

- To drive office vehicles for the transport of authorized personnel;
- To deliver and collect mails, documents and other items, as required, related to logistics issues;
- To meet official personnel at the airport or as assigned;
- To carry out the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires, etc., to perform minor repairs and arranges for other repairs, to ensure that the vehicle is kept clean;
- To manage logistics of official trips, daily mileage, gas consumption, oil changes, greasing, etc.;
- To ensure that the steps required by national rules and regulations are taken, in case of accident;
- To perform other duties, as required.

4. Requirements

➤ **Nationality**

- Egyptian;

➤ **Education skills**

- Preparatory education at least;
- Driver's license (private);
- Skills in minor vehicle repair (if possible, certified);

➤ **Language skills**

- Good knowledge of English language (*as essential requirement*);
- Good knowledge of Italian language (*as preferred requirement*);

➤ **Experiences and competences**

- Three years' work experience as a professional driver;
- Safe driving record.

5. Evaluation of Applications

The selection will be conducted by an evaluation commission composed by the representatives of the Italian Agency for Development Cooperation in Cairo, according to the following criteria:

➤ Education, experience, competences and preferred requirements (Max 70 points)

Verification of the possession of the requirements according to the documentation presented by the candidates, with particular reference to the academic titles obtained and the professional experience gained.

Candidates scoring at least 42 points will be included in the shortlisted and will be invited for an interview and a driving test.

➤ Interview (Max 30 points)

The interview will be carried out at the premises of the Italian Agency for Development Cooperation in Cairo and the test driving will be carried out on the public roads.

No reimbursement will be granted to those travelling to Egypt for the interview.

Youngest candidates will be preferred in case of a final equal score.

Candidates scoring at least 85 points at the end of the process will be included in the final list of endorsed candidates valid for a period of three months from the publications of the results.

6. How to apply

The application should include:

1. A motivation letter (no more than 500 words) explaining the main reasons of applying for this position;
2. A Curriculum Vitae in English, signed by the applicant;
3. Copy of a valid passport or ID;

The applicant should also provide a telephone number and an email address for communications. The deadline for submitting the application is 29 November 2017 at 23:59 (Cairo time). Applications must be sent to the following email address: segreteria.ilcairo@aics.gov.it adding in copy felice.longobardi@aics.gov.it

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement name.

7. Exclusion from the selection procedures

Applications containing the following defects will be not considered:

1. Applications not completed and/or missing all requirements described in the announcements;
2. Applications received after the deadline stated in this announcement;

8. Results of the selection

The short-listed candidates will be informed of the result of the selection process by the 5th of December 2017 and afterwards the interview process will take place during the month of December 2017.

9. Protection of Privacy

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian D. Lgs. n.33/2013) writing in the signed curriculum the following statement “I give my unambiguous consent to the use of my personal data for the purpose of this selection process (Italian D.Lgs. n. 33/ 2013)”.