

VACANCY ANNOUNCEMENT 04PSNI10025

ITALIAN TECHNICAL ASSISTANCE TO THE PORT SAID NURSING INSTITUTE

A cooperation project between the University of Sassari, Italy, and the Ministry of Health and Population, Egypt, supported by the Italian Ministry of Foreign Affairs and International Cooperation (code AID 010025.01.4)

PROFESSIONAL VACANCY ANNOUNCEMENT ADMINISTRATIVE/ACCOUNTANT – PORT SAID GOVERNORATE

The Project ITALIAN TECHNICAL ASSISTANCE TO THE PORT SAID NURSING INSTITUTE recruits an **Administrative/Accountant** according to the specifications detailed below.

Deadline for submission the CV: **27th March, 2018**

Contract duration: 12 months with possibility of renewal up to the end of the Programme

Expected start of employment: at the end of the selection process and upon signature of the Implementing Agreement from MoHP.

Duty station: Port Said

Remuneration: will depend upon qualifications and experience of the selected candidate up to a maximum of approximately 15000 EGP per month.

Project description

The Project is a Health Technical education and vocational training and its aim is to assist the Port Said Nursing Institute (PSNI) to become a center of excellence and national reference for the training of appropriately qualified nursing staff. As such, the Program will support PSNI on the training of trainers according to international trainers' standards, on implementing the activity of a Center for Continuous Education and on the development of applied research activities related to health priorities.

1. KEY FUNCTIONS

The Administrative/Accountant, based in Port Said, Port Said Nursing Institute, will manage the project office, under direct guidance of the Italian technical advisor and with the supervision of the project Coordinator.

Duties:

- o Maintains office services by organizing office operations and procedures, assists in preparing payments, designing filing system, assigning and monitoring clerical functions;
- o Gathers required documents from coordinators, technical executive manager and other staff;
- o Drafts letters and memoranda, speeches and presentations for the Technical advisor;
- o Manages human resources;
- o Assists in organizing meetings, workshops, and conferences;
- o Undertakes assignments by the Italian technical advisor;
- o Replaces the functions on the Project Coordinator when needed;
- o Assists in managing operating costs and supports budget management;
- o Keeps a roster of consultants with CVs for different positions the project will support;

- o Keeps a reliable Program filing system.

2. REQUIREMENTS

Education:

University degree

Language:

Perfect knowledge of both English and Arabic languages (writing, speaking and reading).

Experience and competences:

- At least 3 years of relevant experience related to administration and office management;
- Demonstrated skills in Microsoft Office Suite;
- Excellent communication and organizational skills;
- Time management, attention to details and high level of accuracy, initiative, integrity and adaptability are essential.

The following requirements will also be taken into consideration in the selection process:

- Previous work experience with international projects, NGOs, etc.

3. EVALUATION OF APPLICATIONS

An evaluation committee nominated by the Project will conduct the selection procedure.

The candidate will be evaluated according to the following criteria:

Education, experience, competencies and preferred requirements (Max 70 points)

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

Candidates scoring at least 55 points will be included in the shortlist and will be selected for an interview.

Interview (Max 30 points)

The interview will be carried out through audio/video connection (e.g. Skype) or at the premises of the Italian Cooperation Office located at 4th floor, 1081 Corniche El-Nil, Garden City, Cairo.

No reimbursement is provided for candidates travelling to Cairo for the interview.

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 two years.

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

4. HOW TO APPLY

The submission of the job application duly signed will indicate the number of the vacancy announcement, and should include:

- a. Surname, name, date and place of birth.
- b. Residence.
- c. Citizenship.
- d. Declaration of absence of conviction in any criminal offence or under any criminal proceeding pending.
- e. Declaration of no involvement in current legal or penal action for crimes against Public Administration.
- f. Studies certificates indicating the dates of issue and the names of Academic Institutions.

Any false declaration will incur on penal sanctions according to the article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application should also include:

1. Cover letter in English (max one page).
2. Copy of valid ID document.
3. Curriculum vitae in English.

The signed application and all attachments sent within and not beyond 12:00 pm (Egypt Local Time) of the 3rd of March 2018 to the following email addresses:

- Mrs. Susanna Padrini susanna.padrini@gmail.com
- Prof. Piero Cappuccinelli pcappuc@gmail.com

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number. The applicant must communicate any variation occurred after the presentation of the application to this vacancy. Please be aware that the application's attachments must not exceed 9MB in size and that applicant will receive a confirmation email of the received application. In case applicants will not receive the confirmation email, it will be their responsibility to contact the above mentioned emails and request the confirmation.

5. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- a) Applications made without having all requirements described in this announcement

- b) Application not signed
- c) Application received after the deadline stated in this announcement

6. RESULTS OF THE SELECTION

The short-listed candidates will be informed of the results of the selection process.

7. PROTECTION OF PRIVACY

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process

8. PROTECTION CLAUSE

At any stage the Italian coordinator of the Project has the right, at its own discretion, to terminate the selection procedure of the present vacancy announcement.