



## *Italian Agency for Development Cooperation*

### **ANNOUNCEMENT FOR JOB VACANCY AT THE ITALIAN AGENCY FOR DEVELOPMENT COOPERATION – OFFICE IN HANOI**

#### **AICS - OFFICE IN HANOI**

CONSIDERING the Law n.125, dated August 11<sup>th</sup> 2014, related to the “General law on international development cooperation”, particularly the article 19, comma 6;

CONSIDERING the “Regulation related to the: <<Statute of the Italian Agency for Development Cooperation>>”, approved by the Decree n. 113 dated July 22<sup>nd</sup> 2015 of the Ministry of Foreign Affairs and International Cooperation, particularly the article 9, comma 3;

CONSIDERING the Regulation regarding the organization of the Italian Agency for Development Cooperation, approved by the Decree n. 2438 dated December 15<sup>th</sup> 2015 of the Ministry of Foreign Affairs and International Cooperation, particularly the article 6, comma 5 letter g) and o);

the opportunity, based on the Office’s needs, to set the deadline for the submission of job applications to 15 days, pursuant to the article 5 included in the quoted D.M. number 655/2001;

CONSIDERING the guidelines regarding the recruitment of staff working for the oversea offices of the Italian Agency for Development Cooperation;

#### **ANNOUNCES**

A selection procedure for the recruitment of one employee under permanent contract is opened aimed at filling the vacancy of:

**Driver-Office assistant:** The eligible candidate must have high professional capacity and proven experience in driving cars for the transportation of persons and goods inside the city of Hanoi, or for on-site visits to projects in the Northern region as well as on longer missions to the central provinces. The candidate is also expected to have basic technical automotive knowledge in order to ensure the periodic checks and proper maintenance of the car. As an Office assistant, the candidate will be assigned with simple practical tasks to support other professionals of the Office, including the duplication of documents using photocopy machine, the delivery of packages and letters as well as carrying out some simple administrative procedures with local institutions and authorities.

## **1. GENERAL REQUIREMENTS FOR ADMISSION TO THE TESTS**

Applicants need to meet the following requirements in order to be eligible to access the tests for the Driver post:

1. be above 18 years old and under 45 years old;
2. be physically fit to perform the assigned tasks;
3. being a resident in Vietnam;
4. hold the high school certificate or an equivalent qualification;
5. hold a driving license equivalent to class B2 or above (according to Vietnamese driving license system) which must be valid at the date of the driving test. Holding the driving license of D class will be considered an advantage;
6. language:
  - Good command of English;
  - Basic knowledge of Italian language will be considered an advantage
7. professional experience: at least 10 years. A working experience with diplomatic and international organization for at least 5 years will be considered an advantage;

The above requirements must be met within the deadline for the submission of applications and must be declared by the applicants in their applications for the post.

## **2. SUBMISSION OF APPLICATIONS FOR THE POST**

The applications for the post, which have to be filled using the following Form, must be submitted no later than **12:00 AM (Vietnam time), September 10<sup>th</sup> 2017.**

The applications, which must be signed, scanned and accompanied by copy of a valid identity document, can be sent via email to the following email address: **hanoi@aics.gov.it**. The dispatch date and time of the email will be taken into account in order to ensure that the deadline be met.

The applications can also be delivered by post in which case the postmark will be taken into account.

In addition to the above mentioned modalities, it is possible to deliver by hand the applications, in which case the reference number and time assigned to the application upon receipt will be taken into account.

The applications delivered by post or by hand can be presented on plain paper and delivered to the following address:

*AICS Office in Hanoi  
Third floor, Casa Italia, 18 Le Phung Hieu, Hoan Kiem, Hanoi*

**In the application, the applicants are requested to declare under their own responsibility:**

- a. last name, first name, date and place of birth, place of residence;
- b. contact information in order to receive possible notification;
- c. nationality;
- d. length of past stay/residence in Vietnam;
- e. possible conviction of crimes, including those committed abroad, and pending criminal charges faced by the applicants in Italy or in any other country;
- f. the applicants' status with regard to military service obligation (only for applicants who are subject to obligation of such kind);

- g. possible past employments with public administrations as well as past professional experience with tasks at least equivalent to those indicated in this Job Vacancy Announcement, or, in the case of employees currently serving for the Agency, with tasks of the lower subsequent ranking;
- h. reasons of past employments termination;

In order to be assigned extra points as stated in the next paragraph “6 – Academic and professional qualification evaluation”, the applicants can also declare:

- i. academic qualifications which are higher than what is required by this announcement. It is necessary to attach a proper copy of certifications to the applications;
- j. previous working experience providing the reasons for past employments termination. It is necessary to attach a proper copy of the employer statements to the applications.

### **3. EXCLUSION FROM THE RECRUITMENT PROCESS**

The grounds of disqualification from the procedure are those listed in this Job Vacancy Announcement and regulated by the Italian law on public competition: failure to meet the requirements for admission to the tests, lack of hand-written signature on the application form, application dispatched beyond the deadline.

### **4. TESTS**

The applicants, who meet the requirements previously mentioned, will be invited for theoretical and practical tests including:

- Assessment of English speaking and writing skills and possible basic knowledge of Italian language;
- Driving test and assessment of knowledge of traffic rules;
- Interview conducted in English, and possibly in Italian;

### **5. MINIMUM SCORE FOR ELIGIBILITY**

To be considered eligible, the applicants must earn an average score of 70/100 points, with score not lower than 60/100 in every single test.

The minimum score of 70/100 is applied to the driving test.

### **6. ACADEMIC AND PROFESSIONAL QUALIFICATION EVALUATION**

In the final ranking evaluation of the applicants, extra points will be added to the average score of each eligible applicant for academic qualifications higher than those required and for the past working experiences (provided that they are proven by documents attached to the applications, as indicated in the paragraph 2) within the following limits:

- For each academic qualification higher than that required for the admission: one extra point (1/100). The maximum extra points are 2/100;
- For each uninterrupted year of working experience with tasks at least equivalent to those indicated in this Job Vacancy Announcement (or the lower subsequent ranking, in the case of services rendered at the Agency or another Development Cooperation organization): one extra point (1/100). The maximum extra points are 3/100.

## **7. DOCUMENTATION**

The **winning applicant** will be notified by email and requested to submit the following documents:

1. Birth certificate;
2. Criminal record certificate issued by the local authorities;
3. Certificate of the academic qualification required for the recruitment (legalized copy).
4. Medical certificate of fitness;
5. Legalized copy of valid driving license. At a later stage, a statement of the Director of the Office will certify **the compliance of the driving license to the implementation of driving tasks.**

The winning applicant has to submit the certificates indicated at points 1, 2, 4 e 5 within 15 days after being requested. The rest of the documentation will be submitted before the signing of the contract.

The certificates made in a non-Italian language must be accompanied by a legalized translation of the original. If the winning applicant fails to prepare and submit the certifications within the deadline, he will lose the right to earn the contract.

Hanoi, August 21<sup>th</sup> 2017



---

**THIS JOB VACANCY ANNOUNCEMENT IS ON THE NOTICE BOARD OF THE EMBASSY OF ITALY IN HANOI AT 12:00 AM (VIETNAM TIME), AUGUST 21<sup>th</sup> 2017 AS WELL AS ON:**

**1. Website of the Embassy of Italy in Hanoi:**

**[http://www.ambhanoi.esteri.it/ambasciata\\_hanoi/en/i\\_rapporti\\_bilaterali/cooperazione\\_allo\\_sviluppo/bandi-concorsi-calls-for-proposals.html](http://www.ambhanoi.esteri.it/ambasciata_hanoi/en/i_rapporti_bilaterali/cooperazione_allo_sviluppo/bandi-concorsi-calls-for-proposals.html)**

**2. Facebook page of the Italian Agency for Development Cooperation – Office in Hanoi:**

**<https://www.facebook.com/Agenzia-Italiana-per-la-Cooperazione-allo-Sviluppo-Sede-Hanoi-179372142261435/?fref=ts>**