

EGYPT- Vacancy announcement n. 7

n. 1 Driver

Project: “Developing the Handcrafts Skills and Enhancing the Economic Status of Women in Upper Egypt”

SUMMARY

The CIHEAM Bari, Italian body of CIHEAM (International Centre for Advanced Mediterranean Agronomic Studies) intergovernmental organization having its HQs in Paris, publishes a vacancy in the framework of the project above for 1 driver. The applicant of the project is the Ministry of Agriculture and Land Reclamation and it is executed by CIHEAM Bari, jointly with the Executive Agency for Comprehensive Development Projects.

Egypt is fully fledged member of CIHEAM since 12 May 1986.

The project is operating in Upper Egypt and specifically in the governorates of Fayoum, Assyut, Sohag and Aswan. The activities of the project will be carried out in these areas as well as in Cairo. The main activities of the project are:

Support to women’s micro-enterprise and small initiatives In different sector, food / no food production and services as well. The proposed intervention is specifically calibrated on women (individual and/or groups), and through its specific activities, it will support women, especially young women, to access to their economic and social rights, to express and develop their knowledge, skills and talents and thus improve their living conditions and those of their families.

Raising women awareness with sustainable technical knowledge and tools Including financial support, to improve their social and economic condition by the creation and management of new or existing micro-enterprises and small income generating activities, access to credit and micro-credit. At the end of the project beneficiaries will acquire the skills and the knowledge to access to specific opportunities for establishing microenterprise and small economic activities managed and maintained by them (self-employment).

Promotion and dissemination

Promotion and dissemination activities inside and outside of Egypt

Description

Duty Station: Egypt: Cairo with frequent travels to Fayoum, Assyut, Sohag, Aswan

Duration: 12 months with possibility of renewal up to the end of the project.

Age: maximum 45 years old

Egyptian national, slight English speaking at least 8 years of experience as driver in working with well recognized international organizations with high school diploma. He/She will be familiar with the road net of the country

Nationality : Egyptian

Languages: Arabic, (Mother tongue).

English working knowledge is preferred.

Qualified women are encouraged to apply.

1. Obligations and responsibilities

1. Drive office vehicles for the transport of the authorized personnel.
2. Meet officials at the airport and assure their transportations
3. Collect and deliver mail, documents, and other items.
4. Ensure that the vehicles comply with the Security Standard and administrative requirement
5. Take care of the ordinary and extra ordinary maintenance of assigned vehicle, as well as daily routine check (such as oil, water, etc).

6. Log official trips, daily mileage, gas consumption, oil changes and greasing.
7. Accomplish any other task upon demand of the National or International Coordinator within his/her capacities and skills with regard to the position
8. Fulfill CIHEAM Bari administrative rules and financial regulation as well as ethical clauses.

2. Requirements

At the moment of submission the candidate must own the following:

- 8 years of experience in the same position
- Previous experience working in international project
- Valid Egyptian driver license for cars
- Familiarity with the project area
- Integrity, flexible approaches to work coupled with enthusiasm, commitment and energy.
- The ability to work in a multi-cultural and multi-national environment.
- Good organization and planning skills.
- Effective time management skills.
- Excellent interpersonal skills.
- Ability to work in a team.
- Good communication skills.
- Ability to perform multiple tasks and work under pressure with a wide range individuals and institutions.
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4. Candidature dossier

The following documents are required:

- CV in European Format (PDF format only) in **English** language, duly signed and including civil status (married/single), picture, description of previous experiences, reference. Other formats shall be rejected.
- A letter of presentation and motivation duly signed (PDF – Times New Roman 12 – 1 page A4) stating the sentence: **“I declare to be ready to join the project immediately after completion of contractual procedures”**
- Photocopy of a valid ID
- Criminal records
- Photocopy of valid driver license

5. Selection procedures

Applications will be screened and preliminary evaluated by the project management unit. Successively only shortlisted candidates will be invited to have an interview at Project headquarters in Cairo.

During the interview, competences and skills as well as experience, language and practical driving test may be carried out. A medical check may be required before contracting.

The Commission will submit to CIHEAM Bari direction the final evaluation for definitive approval and contracting.

Assignment will be on annual basis and will be formalized in conformity with CIHEAM Bari rules and financial regulations.

Salary will be in EGP. The compensation will depend upon qualifications and experience of the selected candidate.

Application dossiers may be sent not later than 23.59 pm 8th June 2016 (Italian time) only through to the following email:

dpalermo@iamb.it

The candidature dossier is composed of:

- European Format CV , duly signed and scanned (pdf);
- Motivational letter in English language (max 1 page A4, Font Times New Roman n.12), also signed (pdf) and the following sentence must be stated “the candidate states to be fully available to assume immediate functions to work in the project’s areas in case will be selected” ;
- Valid ID photocopy duly signed.
- Valid Driver License photocopy duly signed

Subject of the e-mail will be:

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6. Safeguard clause

CIHEAM Bari may not go through the assignment procedure for opportunity reasons discretionally evaluated. This assignment is on a temporary basis, submitted to periodically monitoring and shall not consist in a permanent job neither within CIHEAM Bari nor within the project itself.