



ITALIAN TRADE AGENCY

Office Addis Abeba

Addis Abeba, 22.02.2024

Prot.n. 0021570/24

**VACANCY ANNOUNCEMENT
PERMANENT CONTRACT BASIS
ITA 001/24**

The Director of Addis Ababa ICE – Italian Trade Agency Office, Mr. Riccardo Zucconi:

HAVING SEEN

the Decree of September 7, 2015 n. 18549/21178 which approves the Statute of the Agency for the Promotion Abroad and the Internationalization of Italian Companies and in particular the article 12 paragraph 3 which indicates that the ICE Agency operates abroad through its operational units located within the Diplomatic and Consular Representations,

HAVING CONSIDERED

art. 14 paragraph 4 of the aforementioned Statute, which states that ICE Agency may equip itself with locally recruited personnel for the needs of the operating units, in compliance with the provisions of Article 14 paragraph 25 of the ICE Agency Establishment Law, whose employment relations are governed by local rules and practices;

ANNOUNCES

A selection procedure based on exams and qualifications has been launched for recruitment, with the duties of Assistant Accountant, on permanent contract basis. The workplace will be at ICE/ITA Office Addis Ababa, located inside the compound of the Italian Embassy in Addis Ababa.

1. GENERAL REQUIREMENTS FOR ADMISSION

Applicants with the following requirements may participate in the selection process. The listed requirements must be possessed before and on the deadline established under paragraph 4 of this announcement:

- 1) have, as of the date of this announcement, completed the 18th year of age;
- 2) be mentally and physically fit for the job;
- 3) be in possession of a commercial 12 +1 diploma, or a university degree in the same area of specialization;
- 4) be an Ethiopian citizen or have residence and work permit in Ethiopia;

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ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation



- 5) be Amharic language mother tongue;
- 6) have a good knowledge of English language;
- 7) have a good knowledge of Italian language.
- 8) do not have criminal conviction including those imposed abroad;

2. PREFERRED REQUIREMENTS

For the purposes of the final assessment, for candidates who have passed the exams, the following preferential requirements will be taken into consideration (see also paragraph 8):

1. Qualifications higher than those required for this call for application;
2. Diploma of study at upper secondary education institutions taught in Italian (Italian or foreign) recognized by the Ministry of Education, University and Research;
3. Previous work experience without demerit in Embassies, international organizations or government agencies;
4. Training courses;
5. Knowledge of additional languages from those required for the competition.

3. DESCRIPTION OF THE JOB AND RELATED TASKS

The position of Accountant assistant must be complied with according to the instructions of the Director of ICE Addis Ababa.

The tasks assigned include but are not limited to:

- Management of the financial reports of Addis Ababa ICE – Italian Trade Agency Office (maintaining documents and registering expenses on Oracle system);
- Management and control of the Petty Cash;
- Management of payments to various Italian and foreign suppliers;
- Inventory management;
- Preparation of financial statements according to the administrative accounting regulation of ICE Agency (including the publication of contracts and resolutions on the transparent administration portal, the closing of promotional initiatives);
- Management of work contracts of desks in the countries of competence and related payments;
- Processing of periodic VAT reimbursement requests through the Ethiopian Customs and Revenue Authority;
- Update the registry containing the corporate rate agreements with local suppliers;
- Renew (annually) subscriptions to newspapers;
- Ensure the periodical service and proper functioning of office equipment (computers, printers, etc.);
- Promptly report malfunctions and follow up the restoration of the communication service;



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- Secretarial tasks (when required);
- Provide support to the Addis Ababa ICE – Italian Trade Agency Office in relation to other tasks appropriately assigned by the Director.

4. SUBMISSION OF APPLICATIONS FOR ADMISSION

Applications for admission to the recruitment tests must be completed according to the form available on the website of the ICE Office in Addis Ababa and submitted no later than **12:00 pm on 08th March 2024. The tight deadline for the notice is consequent to the urgency of filling the Office's recently vacant position of accountant.**

Applications must be sent electronically (signed and scanned in PDF format) to the address addisabeba@ice.it indicating the reference number of the notice **[ITA 001/24]** in the subject line.

In the application for admission to the exam, candidates will declare on "Substitutive Declaration", under their own responsibility, the following information:

- a) surname, name, date and place of birth (according to the Gregorian calendar), residence, telephone;
- b) an email address to which communications may be sent;
- c) to be mentally and physically fit for the job;
- d) to be an Ethiopian citizen (or to be in possession of a residence and work permit for the entire duration of the contract);
- e) to be free of any criminal convictions including those imposed abroad;
- f) possession of the qualification indicated under paragraph 1 point 3;
- g) to be Amharic language mother tongue;
- h) to have a good knowledge of Italian language;
- i) to have a good knowledge of English language.

Along with the declaration, you must also attach:

- Valid Document of Identification;
- Updated Curriculum Vitae, including supporting documents and certificates;
- Work References.

For the purpose of assigning additional scores referred in point 2 (Preferred Requirements), candidates may declare:

1. Possession of higher educational qualifications than those required for this selection.
2. Possession of a secondary school certificate recognized by the Ministry of Education, of the Italian Research University
3. Previous work experience with duties equivalent to those referred to in this notice, attaching suitable certification, also in copy, and indicating the causes of the termination.



4. Attendance and completion of training courses useful for carrying out the duties referred to on paragraph 3 (Description of duties and related tasks), attaching appropriate certification, also in copy.
5. Knowledge of additional languages to those required for the competition.

5. EXCLUSION FROM THE SELECTION PROCESS

Exclusion from the selection process can result from the occurrence of one (or all) of the following cases:

- I. applications which do not fulfill all the requirements set forth under paragraph 1. (General Requirements for Admission);
- II. applications without signature;
- III. applications without the attachments referred to under the paragraph 4 (Submission of applications for admission);
- IV. applications submitted after the deadline set forth under paragraph of this announcement;
- V. incomplete applications as per the details set forth under paragraph of this announcement.

6. EXAMINATIONS

The ICE office in Addis Ababa, availing itself of a specially constituted Commission, will examine the applications received, admitting only those in possession of the general requirements referred to under the paragraph (General Admission Requirements).

Candidates who have suitable qualifications will be subjected to a series of tests which will consist of:

- **A written test in Italian** which focuses on "Administrative and Accounting activities";
- **A written translation from Amharic to Italian**
- **An oral exam** in which the candidate will have to translate a short text from the local language into Italian and English.
- **A motivational interview in Italian.**
- **A test on IT application use;**

Candidates are not entitled to reimbursement of any expenses incurred in attending the interview.

A maximum score of 100 points will be assigned to the exams (30 points for the written test, 20 for the written translation, 20 points for the oral test , 20 points for the motivational interview and 10 for the test of the use of IT tools).

The tests will be considered passed if the candidate achieves a minimum score of, respectively, 25, 15, 10, 10 and 5.

Candidates admitted to the tests must present a valid identification document.

7. EVALUATION OF PREFERENTIAL REQUIREMENTS AND PREPARATION OF THE RANKING OF MERIT

Candidates who have successfully passed the four tests will be assigned an additional score for the preferential requirements declared in the application form according to the following calculation criteria:

- Qualifications higher than those required will be awarded a maximum of 3 points (master's degree 2 points – Bachelor degree 1 point);
- School attendance at upper secondary education institutions (Italian or foreign) recognized by the Italian Ministry of Education, University and Research will be awarded a maximum of 3 points (with exit evaluation between 60 and 69 – 1 point. With exit evaluation between 70 and 79 - 2 points. With exit evaluations 80 and 100-3 points);
- Previous work experiences will be awarded a maximum of 4 points (at least 6 month, without demerit or dismissal, in international organizations 1 point – diplomatic missions and Italian government agencies 2 points. If the work permanence in these institutions has been, without demerit or dismissal, greater than 2 years, the score is doubled);
- Training courses deemed valid for the tasks to be performed (IT, languages, etc.) will be awarded 1 point;
- For each additional language to those required for the competition, one point (up to a maximum of 2) will be recognized after passing an oral interview.

8. FINAL CLASSIFICATION

The list will be formulated by the examining Internal Commission immediately after the conclusion of the selection process. Candidates who have obtained a minimum score of 60/100 will be considered eligible for the ranking and the candidate who will have accumulated the highest total score will be selected. The relative score will be attributed based on the unanimous opinion of the Internal Commission.

If two candidates have been given the exact same score, the youngest candidate will be chosen, as required by Law n. 127/97 and subsequent amendments.

The Head of Addis Ababa ICE – Italian Trade Agency Office, having recognized the smooth proceeding of the selection process, approves the classification for the consequent acts. The classification is immediately effective and can be used to recruit employees on permanent contract basis at the Addis Ababa ICE – Italian Trade Agency Office. It is to be noted that the selection does not serve as guarantee for a job offer but only inclusion in the ranking. The candidates will be notified by e-mail of their inclusion in the classification.

9. ESTABLISHMENT OF THE EMPLOYMENT RELATIONSHIP

The employment relationship will be established through the stipulation of a **permanent contract**, which will be subject to security clearance issued by the local Italian Embassy.

The selected candidate will have to submit the following documents:

1. birth certificate;
2. certificate of citizenship;
3. certificate of criminal record issued by local authorities;
4. certificate of mental and physical fitness;
5. authenticated copy of qualifications as per Curriculum Vitae presented when applying for participation in the selection (local or foreign qualifications must be accompanied by an official translation and a declaration of value issued by the competent Italian consular authority)

The above certifications must be presented within 15 days from the date of the communication of the position award by ICE Addis Ababa. If subsequent checks should bring out the untruthfulness of the content of the self-declarations, the interested party will incur the penal sanctions referred to in article 76 of the aforementioned D.P.R. n. 445/2000, immediately forfeiting the employment and any other benefit possibly obtained based on the false declaration.

10. USE OF PERSONAL DATA

The submission of applications for selection by the candidates implies consent to the processing of their personal data, including sensitive data, by the staff assigned to receive and file the applications and their use during the selection process.

11. SAFEGUARD CLAUSE

ICE – Italian Trade Agency Addis Ababa Office reserves the right to revoke the announcement for serious reasons, after these have been discretionally assessed. It also reserves the right not to proceed with the selection due to the lack of candidates with adequate requisites and the unavailability of financial resources to cover the costs of the assignment.

12. CODE OF ETHICS AND BEHAVIOR

Successful candidates must comply with the Code of Ethics and Behavior of the ICE Agency.

Riccardo Zucconi
Head of Addis Ababa ICE – Italian Trade Agency Office

THIS ANNOUNCEMENT HAS BEEN PUBLISHED ALSO ON ICE AGENZIA WEBSITE – PAGE OF THE ADDIS ABABA OFFICE AND POSTED ON THE NOTICE BOARD.

SUBSTITUTIVE DECLARATION

The undersigned

(Surname, first name, date and place of birth, residence, telephone)

DECLARES UNDER HIS/HER OWN RESPONSIBILITY

that the e-mail address at which communications shall be sent is as follows:

to be mentally and physically fit for the job;

to be an Ethiopian citizen (or to be in possession of a residence and work permit for the entire duration of the contract);

not to have criminal conviction including those imposed abroad;

to possess a qualification at least equivalent to that indicated in point 3 of part 1 of this announcement;

to have at least 1 (one) year of experience in carrying out tasks similar to those of this announcement (attaching relevant certification/curriculum vitae);

to be Amharic language mother tongue;

to have a good knowledge of Italian and English languages.

In good faith,

Date, _____

Signature
