



NOTICE REF. 181/20 of 4/02/2020

JOB SELECTION FOR **Maritime and port administrations capacity building expert**

The Project “Improvement of Port Customs and Operations Efficiency in Africa Contract no. FED/2019/406-424” is an European Union funded project.

The Overall objective of project IPCOEA is:

- To improve efficiency of customs and administrative clearance process of port operations in accordance to EPAs in Ports of the ECOWAS Area through the implementation of Single Window Systems

To be achieved through the following specific objectives:

- To support the development of a conducive environment for the implementation of a single window approach in ECOWAS areas ports.
- To support the implementation of Port Community Systems in ports of the ECOWAS
- To improve capacity of trade support organizations to support implementation of single window systems
- To acquire and disseminate experience in implementation of single window approach to provide inputs to ECOWAS governments in regard to operational procedures to implement customs reform in accordance to EU-ECOWAS EPA and ECOWAS Customs Union/CET

In order to achieve these objectives, the project will support trade organizations and academic institutions in implementing training and capacity building for the realization of the “single window” approach in African ports’ and the implementation of a Port Community System as a driver of a more efficient trade for ECOWAS Countries. The core trade support organization and academic institution are, for the purpose of this project, the two co-applicants:

- PMAWCA: Port Management Association of West and Central Africa, based in Lagos
- ARSTM: Academie Regional des Sciences et Techniques de la Mer, based in Abidjan

The outputs of the project can be summed up as follows:

- A network of professionals, will be set up. These professionals will receive formal medium term training, to design and manage technical assistance for implementing single window approach and establishing Port Community Systems. The members of the network will include the 15 professionals trained under the medium-term training provided by the project and at least 10 other people working in the sector in ECOWAS countries.
- A network of institutions and trade-support organizations aimed at supporting implementation of single window and port community systems
- At least 100 personnel from ports of the ECOWAS region, capable of implementing single window approach through formal training
- At least 7 pilot actions implemented for single window systems and/or Port Community System
- One toolkit providing guidance to decision makers on establishment of Single Window and Port Community System
- One on-line knowledge sharing platform established.

Fondazione Istituto tecnico superiore per la mobilità sostenibile – Settori trasporti marittimi e pesca

ACCADEMIA ITALIANA DELLA MARINA MERCANTILE

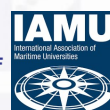
C.F. 01597860996 – P.IVA 02092180997– Fondo di dotazione: 294.254,00 euro.

Iscrizione nel Registro delle Persone giuridiche presso la Prefettura di Genova - n. d’ordine 101

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The ITALIAN SHIPPING ACADEMY publishes this notice for selection of n°1 Maritime and port administrations capacity building expert position according to the points listed below.

N° of job vacancy	1
Contract Type	Self-employment contract
Requirements	<ul style="list-style-type: none"> <li>• Relevant University degree</li> <li>• Excellent oral and written communication skills in English</li> <li>• Experienced in</li> <li>• Experience of European Union funded projects, experience or knowledge of Grant programme</li> <li>• Excellent Computer skills (MSWord, Excel, Outlook, PowerPoint, Internet, etc.).</li> <li>• Proved organizational skills</li> <li>• Excellent inter-personal and communication skills, ability to work in a team in a multi-cultural environment</li> </ul>
Professional profile required	Maritime and port administrations capacity building expert
Contract Level	VAT number contract
Tasks	<ul style="list-style-type: none"> <li>• formulating an implementing capacity building programmes for public and private actors of port communities, in charge of overall formulation and implementation of training programme.</li> <li>• Supporting on formulation of medium-term Training modules aimed at Trade-Support organizations</li> <li>• Formulation of training modules</li> <li>• Participation to technical meeting for definition of Training programme guidelines</li> <li>• Definition of 7 training sessions</li> <li>• Involvement as a trainer in the following training sessions: Introduction to Maritime Single Window - Set up an implementation process &amp; main MWS functionalities - Processes and functioning - Technology and required equipment - Demo Case - Cooperative Definition of Short-term training &amp; final conference</li> </ul>

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Contract Start and Ending	The contract is expected to start in March 2020 and will end in January 2020 (for a maximum of 60 working days)
Work Place	West Africa Ports FAIMM Headquarters (Genoa)
Total gross Remuneration	400€ per day effectively worked (for max 60 days)

#### TERMS FOR APPLY

The application must be presented using the form above, also available on the website <https://accademiamarinamercantile.it/lavora-con-noi/> accompanied by a detailed curriculum, written in the European format, dated and signed.

The following documents should be annexed in scanned versions to the application:

- Certificate of language knowledge (if it is available)
- References from previous employer(s) (if it is available)

The application must be send to the following address: **ITALIAN SHIPPING ACADEMY, Via Oderico 10, 16145, GENOA within the 5/03/2020** by this way:

- hand delivery
- mail pec [faimm@pec.it](mailto:faimm@pec.it)
- ordinary mail: [bazzica.b@imssea.org](mailto:bazzica.b@imssea.org)

The ACADEMY assumes no responsibility for the non-delivery within the deadline, in any case.

#### COMPARATIVE EVALUATION OF CANDIDATES AND JUDGING COMMISSION

1) The Commission will proceed to the selection through a first selective evaluation of the curricula and the qualifications, taking into account the following elements:

- Educational qualifications and professional qualifications
- experiences already done in the sector of the activity

Each member of the Commission will make his own evaluation by giving a vote from 0 to 30.

A raking list we will result from the arithmetic average of the marks obtained from all the members of the commission: only candidates who have obtained an average score of no less than 21/30 will be admitted to the second phase of the comparative procedure.

2) Interview for the verification of the requirements

The Commission will publish on the website the list of those admitted to the second phase as well as the schedule of the job interviews.

Each member of the Commission will make his own evaluation assigning to each candidate a vote from 0 to 30.

The selection will be awarded on the basis of the highest grade.

The score assignment carried out in the first phase is intended solely for the purposes of admission to the interview, without any influence on the final evaluation.

In the case that the candidate renounces the job, the same will be proposed to the second in the ranking and so on.

The Evaluation Committee reserves the right not to assign the assignment if none of the candidates presented is deemed fit for the tasks.

**The evaluation procedure will end with the consequent stipulation of the work contract, subject to prior approval by the Executive Academy Committee**

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The selected name will be published on the ACADEMY website no later than 7 days from the date of assignment.

## PERSONAL DATA PROTECTION

The Foundation will process all personal data present in the application just for the participation of the candidates to the present job selection.

The legal basis of the data treatment is on Art. 6.1 letter "e" and in art.9 and 10 of the GDPR.

The Data Controller will be Paola Vidotto, whose contact details are:

E-mail: [direttore@faimm.it](mailto:direttore@faimm.it)

PEC: [faimm@pec.it](mailto:faimm@pec.it)

The contact details of the Data Protection Officer (RPD / DPO) are:

E-mail: [ebiagi09@gmail.com](mailto:ebiagi09@gmail.com)



Project Co-funded by the European Union and the ACP



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Date and place: \_\_\_\_\_

To General Director Paola Vidotto,  
Italian Shipping Academy  
Via Oderico 10,  
16145, Genova

Object: application for job selection. Notice ref. \_\_\_\_\_ of \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

Born in \_\_\_\_\_

Resident in \_\_\_\_\_

Telephone or mail \_\_\_\_\_

I would like to present my application for the vacant job position indicated in the notice in question.

To this end I declare:

- a) not to have received criminal convictions and not be the recipient of measures concerning the application of preventive measures, civil decisions and administrative measures entered in the court case;
- b) do not have any incompatibility reasons established by law with reference to the subject of the employment relationship;
- c) I am in possession of the requirements indicated in the notice

**For this purpose I enclose a copy of my i.d.**

I authorize the process of my personal data according to D.Lgs 196 of 30/06/2003 and art. 13 GDPR (EU Regulation 2016/679) for the purposes of this specific job selection.

Best regards,

Sign

\_\_\_\_\_

