

AQABA SPECIAL ECONOMIC ZONE AUTHORITY (ASEZA)
BRANCH OFFICE FOR THE EASTERN MEDITERRANEAN OF THE 2021-2027 INTERREG NEXT
'MEDITERRANEAN SEA BASIN' (NEXT MED) PROGRAMME

PUBLIC NOTICE

for the recruitment of the staff of the Branch Office for the Eastern Mediterranean of the
2021-2027 Interreg NEXT MED Programme.

Art 1. Objective of the Notice

The Branch Office (BO) for the Eastern Mediterranean of the EU-funded Interreg NEXT MED 2021-2027 Programme (hosted by Aqaba Special Economic Zone Authority, ASEZA, Jordan) communicates that a selection is launched for the recruitment of the following profile:

Job Description	N. of position	Ref
Communication Officer of the Branch Office	1	COM-AQA

The publication of this notice, the participation to the selection and the constitution of the short lists will not create any obligation for ASEZA to proceed with the conclusion of contracts and do not open rights for the applicants towards ASEZA.

ASEZA reserves the right to suspend, modify or cancel this selection procedure and not to proceed with the conclusion of the contracts at any time and independently of the state of advancement of the procedure, without giving the right to the concerned persons to obtain any compensation or indemnity.

Art 2. Criteria for the presentation of applications

The persons satisfying the following admission criteria by the deadline of this notice can submit their application:

- A. Citizenship of a Member State of the EU, a country that is mentioned in the Annex 1 of the Regulation (EU) 2021/947 of the European Parliament and the Council of 9 June 2021 establishing the Neighbourhood, Development and International Cooperation Instrument, a country that is a beneficiary of an Instrument for Pre-accession Assistance (IPA III) set by Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021, establishing the Instrument for Pre-Accession assistance;
- B. Possession of civil and political rights;
- C. Absence of sanctions under penal law or of ongoing penal procedures in Jordan and abroad;
- D. Absence of actions in his/her regards concerning the application of prevention measures, civil decisions and administrative provisions registered in the court records;
- E. Never having been deprived nor laid off from public administration and never having been

deprived from a position in the public administration for having obtained it by supplying false or absolutely invalid documents;

- F. Having no other impediments related to one's working or professional activity;
- G. Knowing and accepting of all the conditions contained in this notice;
- H. Possession of the admission criteria corresponding to the profile for which the application is made.

Art 3. Description of the profile

The Communication Officer will be recruited according to the criteria approved by the Programme Monitoring Committee (MC), ensuring transparency, equality and non-discrimination principles.

A. BRANCH OFFICE COMMUNICATION OFFICER (COM-AQA):

ROLE

The BO communication officer will cooperate and work for the promotion and visibility of the Programme.

RESPONSIBILITY

Together and under the supervision of the Programme Communication Officer, the BO communication officer will work in close collaboration with communication team and the OC of the Branch office for the Eastern Mediterranean of the Interreg NEXT MED 2021-2027 Programme, to support in the formulation and implementation of Programme Information and Communication Strategy and Plan to increase the standing and awareness of the Programme with partners, the media and the public.

MAIN TASKS

- Support to the drafting and implementation of the internal and external communication strategies and plans for the Programme and the BO, in close cooperation with the OC;
- Responsible for planning and organizing communication/promotion/media events at Eastern Mediterranean countries as well as other areas upon request;
- Organization and conduct of training and workshops on communication, etc.;
- Active participation in planning and budgeting for communication and promotion plans;
- Assistance in the management of the Programme website and social media in particular with reference to production of content in Arabic;
- Support to the translation of any Programme related documentation in Arabic.

EXPERIENCE AND SKILLS REQUIRED

- University degree in a relevant field (e.g., Communications, journalism, marketing, or a related field);
- At least 4-year experience in communication – both strategic and operational - ideally with a journalism/PR background, extensive communication and PR experience in international/EU funded programmes/projects;

- Excellent knowledge of social media platforms, familiarity with the latest digital technologies and social media trends;
- Good knowledge of media environment in the Eastern Mediterranean area;
- At least 3 years of experience in content development (press releases, blog posts for websites, social media posts, etc.) particularly with EU funded projects/programmes;
- Proficiency in spoken and written English and Arabic corresponding to the C1 level of the Common European Framework of Reference for Languages or equivalent;
- A creative and pro-active attitude and personality with the ability to work both independently and as a part of a team;
- Excellent computer skills.

ADDITIONAL RELEVANT EXPERIENCE / EXPERTISE

- Experience in international and multicultural environment;
- Experience in communication at various levels (national and local) and to various audiences (institutional, environmental, business, general, etc.);
- Knowledge of applications for media creation, graphic design and video editing;
- Excellent presentation skills.

Art. 4 Terms and Conditions of Employment

The Branch Office will stipulate contracts according to Jordanian relevant law.

Full-time employment contract and renewable according to the duration of the Programme. In case of termination, and according to the Jordanian Labour laws, a minimum two months' written notice should be given.

Gross salary on a yearly basis, including social security contributions and other charges, will be offered based on the allocated budget approved by the Programme. An annual increase of max 5% of the total salary is foreseen according to ASEZA and Jordanian regulations. Hosting organization regulations will be applied regarding the social security and health insurance.

These costs will be entirely covered by the resources of the Interreg NEXT MED Technical Assistance funds.

This amount will be proportionally reduced for periods lower than one year.

The remuneration foreseen in the contract will be paid on a monthly basis.

Travels are foreseen in the Programme cooperation area for the fulfilment of the tasks.

The contract will define the specific modalities for the fulfilment of the assigned tasks.

The contracts may be extended in the event MA deems such extension necessary for the implementation of the 2021-2027 activities.

Organizational structure of the BO and of the hosting institution, including the job description of its staff and the allocation of responsibilities;

The BO staff will work in collaboration with the MA and under close supervision of the hosting organization (ASEZA). All the approved assignments (tasks/missions/works) from the MA will be executed in close cooperation with ASEZA. The OC is directly connected to the MA under the close supervision of ASEZA. The Ad./Ac. and COM will be supervised by the OC in cooperation with the

hosting organization.

Periodic meetings between the BO staff and hosting organization representatives in the Programme will be held for follow up and coordination purposes.

Identification of the legal framework applicable to the hosting institution, including specific rules concerning recruitment of staff, travel policy etc.;

The BO will follow the EU regulations for travel policy and as framework for its operational procedures. The BO staff is committed to respect ASEZA regulations, rules and instructions. This includes: working hours, ethic, etc.

Identification of the financial services of the hosting BO responsible for managing the TA funds and reporting the co-financing contribution;

The BO staff will benefit from the ASEZA special fares for services and in particular for travel and accommodation fares. The BO staff will still need to agree with the MA and obtain its prior approval about the attendance of each meeting/event.

Art. 5 Modalities for the selection and the constitution of the ranking lists

The selection will be based on two different steps:

- 1st Step: Preliminary selection of the applications received. In the 1st step, a ranking list will be established for each profile: the first ten candidates of each list will enter the second step.
- 2nd Step: Max 10 selected candidates for each profile will participate in the final interview aimed at establishing the final ranking list of candidates. The final interview will be held in Aqaba.

The final interviews will be conducted by an evaluation committee established by the Aqaba Branch Office. The candidates will be informed with a sufficient notice to get visa (as the case may be).

Constitution of ranking lists:

Only the candidates assessed in the two steps will be included in the final ranking list.

- It will be first checked the possession of the admission criteria foreseen in article 3 of this notice and the formal regularity of the submitted applications and attachments and will exclude the applicants not complying with the provisions of this notice.
- A final ranking list for each profile will be established on the basis of the additional relevant experience. The candidate with the highest score (first one in the ranking list) will be hired.
- The selected candidates will be offered an annual contract for the period of the Programme with full-time employment contract. In case of termination, and according to the Jordanian Labour laws, a minimum two months' written notice should be given. An annual increase of 5% of the total salary is foreseen according to ASEZA and Jordanian regulations. Hosting organization regulations will be applied regarding the social security and health insurance.

Points awarded of the profile:

C. Communication Officer of the Branch Office (COM-AQA) – MAX 32 POINTS	
<p>Mandatory skills to access the selection process:</p> <ol style="list-style-type: none"> 1) University degree in a relevant field (e.g., Communications, journalism, marketing, or a related field); 2) At least 4-year experience in communication – both strategic and operational - ideally with a journalism/PR background, extensive communication and PR experience in international / EU funded programmes/projects. 3) Excellent knowledge of communication and social media platforms, familiarity with the latest digital technologies and social media trends. 4) At least 3 years of experience in content development (press releases, blog posts for websites, social media posts, etc.) particularly with EU funded projects/Programmes; 5) Proficiency in spoken and written English and Arabic corresponding to the C1 level of the Common European Framework of Reference for Languages or equivalent; 6) Excellent computer skills. 7) Availability for frequent travelling, in particular to the countries covered by the Branch Office. <p style="text-align: center;">Partial or total missing of the above-mentioned skills is reason for exclusion.</p>	
Criteria	1 st Step: Total = 20 Points.
<p>Professional experience</p> <p>Further professional experience</p> <ul style="list-style-type: none"> • Additional professional experience to the minimum 4 years, required as mandatory criteria, both strategic and operational - ideally with a journalism/PR background, extensive communication and PR experience in international/EU funded programmes/projects; • Additional professional to the minimum 3 years of experience in content development (press releases, blog posts for websites, social media posts, etc.) particularly with EU funded projects/Programmes; 	<p><u>Up to a maximum of 9 points of which:</u></p> <p>Up to a maximum of 6 points:</p> <p>1 point for each year of experience (or 0,5 point for each fraction equal to six months) in addition to the 4 years (4 points) required as mandatory requirement.</p> <p>Up to a maximum of 3 points:</p> <p>1 additional point for each year of experience (or 0.5 point for each fraction equal to six months) up to a maximum of 3 points</p> <p>Evidence: working contracts or any official document from the employer.</p>
<p><u>Education</u></p> <p>A level of education corresponding to completed university studies attested by a Diploma in a relevant field (e.g., Communications, journalism, marketing, or a related field)</p>	<p><u>Up to a maximum of 3 points of which:</u></p> <p>Bachelor: 3 points</p> <p>Other completed University studies of at least 4 years duration: 2 points.</p> <p>Other: 1 point</p> <p>Evidence: official diploma or certificate delivered by a university or by a university level organization.</p>
<p><u>Languages</u></p> <p>Knowledge of Arabic (native/C2 level)</p>	<p><u>Up to a maximum of 8 points of which:</u></p> <p>2 points: Native or C2 level.</p>

Knowledge of English	2 points: Native or C2 level.
Knowledge of French (at least B2 level)	1 point: intermediate level (B2 level) 2 points: advanced level (C1-C2 level)
Knowledge of languages of the Eastern Mediterranean cooperation area (at least B2 level)	0,5 point for each language: intermediate level (B2 level) 1 point for each language: advanced level (C1-C2 level)
Criteria	2nd Step: Total = 12 Points.
<p>The interview will assess the following points:</p> <ul style="list-style-type: none"> • Excellent knowledge and command of social media platforms, networks, websites and software familiarity with the latest digital technologies and social media trends related with the creation of Web content and of any virtual content applicable to the Interreg NEXT MED Programme; • Communication Presentation and interpersonal and creativity skills • Familiarity with EU visibility and communication rules • Experience in the organization of information events and in the management of communication activities related to international/European cooperation programmes/projects. • Knowledge of EU and Mediterranean Partner Countries media environment and availability to travel • Experience in international and multicultural environments. 	From 0 to 2 points for each criterion: evaluation committee assessment.

- At any stage of the selection process, candidates must be able to demonstrate or provide supporting documents certifying the activities declared in the application upon request of MA and/or evaluation committee.
- Failure to provide the supporting documents certifying the declarations contained in the application will lead to the exclusion from the ranking list and ASEZA will not proceed with the conclusion of the contract.
- The final ranking lists will become immediately effective and will be published on the Programme official website www.enicbcmmed.eu and on the ASEZA website <http://www.aseza.io>.

Art. 6 Modalities for the presentation of applications and deadline

The applications shall be submitted in English using the request for participation (Annex A_EN) annexed to this notice and available on www.enicbcmmed.eu and <http://www.aseza.io>.

The requests for participation shall be originally signed, under penalty of exclusion.

The signature is not subject to authentication.

The following documents shall be attached to the request for participation, under penalty of exclusion:

- CV in English, duly dated and signed (drafted according to the model, Annex B_EN), specifying the experience in the sector for which the application is submitted as well as the education;
- Non-authenticated photocopy of Identification Document;
- Cover letter, duly dated and signed, briefly describing (maximum one page in English) the experience and qualifications requested in article 5 of the present notice.

Candidates shall possess the requested qualifications, experiences and competences by the deadline for the submission of applications. These qualifications, experiences and competences shall clearly result from the request for participation and the CV provided by the candidates. Missing ID will lead to the exclusion of the candidate.

Application Submission

Under penalty of exclusion, applications shall be received at the latest by **13th November, 2023 at 15:00 (local time)** by certified mail with return receipt, private-courier service or delivered by hand on the same date (hand delivery is possible in the following hours - excluding public holidays: Sunday to Thursday from 10.00 am to 3.00 pm) to the following address:

Interreg NEXT MED Programme Office
Aqaba Special Economic Zone Authority (ASEZA).
Airport Street.
P.O. Box 2565 Aqaba 77110. Jordan.
Tel. +962 3 2091000 Ext 4074.

Applications must be sent in a closed envelope indicating the name and surname of the sender and the wording "**DO NOT OPEN – Interreg NEXT Med Programme 2021-2027 – public comparative procedure for profile Ref. _____**" (indicating the number of the profile of the application).

Applications not complying with the aforementioned provisions (e.g., submitted by email) will not be taken into consideration.

Applications received after the above-mentioned deadline will not be taken into consideration (the postmark date will not be taken into consideration).

ASEZA cannot be in any case held responsible for possible late delivery or loss of applications caused by errors in postal delivery or caused by third parties, unforeseeable circumstances or force majeure. Applicants shall thus take all measures to ensure the fulfilment of the deadline for receipt by ASEZA.

Art. 7. Treatment of personal data

The data submitted in the framework of this notice will be collected and used only for the purpose of the selection procedure as well as for the management of the possible coordinated and continuous collaboration contracts resulting from this notice.

Art. 8 Publication of the notice and results of the selection

This notice is elaborated in English and Arabic and will be published in English and Arabic on the official website of the Programme www.enicbcmec.eu and on the ASEZA website <http://www.aseza.jo>.

The results of the procedure will be published on these two websites. In case of differences among the versions, the Programme version prevails.

Art. 9 Various and final provisions

ASEZA reserves the right to modify, extend, suspend or revoke entirely or partially this notice. The participation in the selection procedure involves the implicit and unconditional acceptance of the provisions of this notice.

For any further information, please send your consultation by e-mail: smadi@aseza.jo or call Tel. +962 3 2091000 Ext 4074.