

**PUBLIC NOTICE FOR THE SELECTION OF A PROFESSIONAL FOR THE ROLE OF A
COMMUNICATION MANAGER SUPPORT (ARABIC CONTENT MANAGER AND
TRANSLATOR) FOR THE REBUILD PROJECT**

(GA: NEAR-TS/2020/422-410; CUP: C69J20001020006)

CCI - Centro per la Cooperazione Internazionale (International Cooperation Centre), an association with legal personality, established pursuant to art. 9bis of the Provincial Law 4/2005 in order to design and deliver training, capacity building and context analysis in particular on the themes of development cooperation, peace, human rights, European integration and sustainable local development, with registered and operating offices in Trento in vicolo San Marco 1

INFORMS THAT

A public selection procedure is launched with comparative curricular evaluation and possible interviews, for the assignment of nr. 1 linguistic professional, native Arabic speaker with specific experience in Arabic and English linguistic mediation activities for the role of COMMUNICATION MANAGER SUPPORT (ARABIC CONTENT MANAGER AND TRANSLATOR) within the REBUILD project, with implementation of tasks mainly remotely and/or in Trento, Italy.

Background

REBUILD is a project aiming at strengthening local public services in Libya through a permanent training mechanism delivered by Libyan universities to Libyan municipalities.

The core idea of the intervention is to activate a continuous learning system for Libyan Municipalities, through: a) the establishment of partnerships between Libyan municipalities and foreign municipalities; b) the provision to Libyan municipalities of a long-term training programme co-designed by European partners in cooperation with Libyan Universities and delivered by the Libyan Universities.

The permanent exchange between Universities and Municipalities and among Municipalities of different areas of the country and from abroad are the ways to achieve tailor-made training as well as to share best practices and build a coordinated territorial approach to local development.

REBUILD takes place within the framework of the Nicosia Initiative and is co-funded by the European Commission through the European Neighborhood Instrument.

REBUILD is coordinated by the Autonomous Province of Trento in partnership with the 10 Libyan municipalities (Az-zawiya, Benghazi, Beni Walid, Gharyan, Sebha, Sirte, Tobruk, Tripoli Centre, Zintan, and Zliten), the Autonomous Region Friuli Venezia Giulia, and the Centro per la Cooperazione Internazionale as an affiliated entity.

The project structure is based on three Activities:

- *Training*: creation of a decentralized continuous learning system for Libyan municipalities

structured around a curriculum based on a Territorial Approach to Local Development (TALD). Ten Libyan universities are trained to deliver specific courses to local administrators of ten municipalities (Training of Trainers),

- *Community of practices*: establishment of a community of practises in territorial sustainable development between Libyan municipalities and local/international partners,
- *Pilot projects*: implementation of two pilot projects promoting local economic development and strengthening local public services in the fields of fishery and sustainable waste management, where to apply knowledge and skills on project design and implementation acquired thanks to the capacity building activities.

Additional information can be found in the project website: <https://www.libyarebuild.eu/it/>

The implementation of project activities started on April, 1st 2021 and will last 48 months.

Within the framework of the project, the Centro per la Cooperazione Internazionale is responsible for the following activities:

- Training and capacity building activities,
- Communication activities,
- Support the Autonomous Province of Trento in project management and networking with Libyan co-applicants (partners).

1. Tasks of the assignment

Subject of this notice is the assignment of a contract for the role of **Arabic Content Manager and Translator** within the REBUILD project (Grant Agreement: NEAR-TS/2020/422-410; Codice Unico di Progetto: C69J20001020006).

In order to facilitate the implementation of REBUILD, given the complexity of the linguistic mix of the partners that implement the Action, CCI will identify adequate resources to guarantee that all written and non-written contents in Arabic language are of high quality and adequate to the project context.

The Arabic Content Manager and Translator will be in charge of:

- Facilitating smooth written and non-written communication between English- and Arabic-speaking members of the REBUILD partnership,
- Providing linguistic support for the translation for all internal written and non-written communication materials produced by CCI (language combination: English<>Arabic).

This entails the following (non-exhaustive) list of activities:

- Proofread translated texts for grammar, spelling and punctuation accuracy and to ensure translated content conveys original meaning and tone,
- Translate written texts on various media from English <> Arabic (including e-mails, reports, minutes of meetings, Viber and Whatsapp messages, website texts, etc.),
- Perform liaison linguistic facilitation (liaison interpreting English <> Arabic) and intercultural communication during meetings and mentoring sessions,
- Provide voice-over recordings of training materials,
- Support the creation of a project glossary.

The list of activities is purely indicative and not exhaustive. The assignment may therefore include other complementary and/or similar activities to those described so far that may become necessary.

Services covered by this contract will be offered in the context of a consultancy relationship that will not have the character of employment and will involve the execution of the activity by the person in charge without observing a specific time-frame and with the use of its own independent and distinct working tools.

The average expected workload is 2-to-3 working days per month with variable workload intensity according to project needs and time schedule.

The tasks of the assignment can be performed mainly home-based. In-presence meetings and activities for which travel is required may be part of the assignment if deemed needed by the Centro per la Cooperazione Internazionale.

2. Selection criteria

1. S/He shall have a university qualification (Master's degree) in a relevant field (such as translation, political sciences, development studies, intercultural communication, etc).
2. S/He shall have excellent knowledge of English (C1 level) and be a native speaker of Arabic.
3. S/He shall have demonstrated experience in translation, proofreading, and in the production of compelling contents in Modern Standard Arabic, that are adequate to a wide variety of audiences.
4. Proficient use of office and media tools (including the main MS Office applications, social media and instant messaging applications).
5. A certification in Arabic<>English interpretation/translation or references of previous Arabic<>English interpretation/translation services will be considered as assets.
6. Relevant knowledge of cooperation issues, with particular reference to cooperation with Libya and/or the MENA Region, obtained through academic and/or professional experience, is also an appreciated asset.
7. Knowledge of Italian is considered an asset.
8. S/He shall have demonstrated flexibility and accuracy, and shall confirm his/her immediate availability to take over the assignment.

3. Duration and fee

The assignment referred to in this notice will take effect upon the signature of the contract among the Parties and will last for the whole duration of the REBUILD project. The assignment can undergo renewal and/or integration, if the Centro per la Cooperazione Internazionale deems a reasoned interest.

The flat-rate and all-inclusive fee is equal to € 20,000 to € 25,000 (to be defined according to the candidate's seniority). The rate is intended as a spending limit to be borne by the Centro per la Cooperazione Internazionale (including contributions and ancillary charges).

The service will be provided without subordination constraints and without the obligation to respect standard office working hours. The person in charge is expected in any case to ensure the achievement of the agreed working objectives.

4. Application procedure

Applicants must submit the following documentation by the deadline of **Sunday, October 3 2021, at midnight** (date of receipt):

1. A motivation letter,
2. A Curriculum Vitae (according to a standard *Europass* model, mentioning the professional and educational qualifications possessed, and testifies the professional capacity and experience gained),
3. Additional documents (such as references of translation services provided) will be well received too.

Applicants are invited to fill in the requested documents indicating precisely titles and experiences able to meet the indicated criteria.

Applications shall be submitted by ordinary e-mail with a reading receipt to the Centro per la Cooperazione Internazionale email address: info@cci.tn.it.

The subject of the email must bear the words "**PUBLIC NOTICE FOR THE SELECTION OF COMMUNICATION MANAGER SUPPORT (ARABIC CONTENT MANAGER AND TRANSLATOR) FOR THE REBUILD PROJECT**".

Further information about the vacancy can be obtained by phone (9.00 AM – 5.00 PM) at the following number: 0039 342 18 18 094.

Incomplete applications and/or applications submitted after the deadline will not be considered.

5. Selection procedure and award criteria

The selection procedure will only be accessed by candidates who meet all the required criteria and whose application will comply with this notice.

The verification of the possession of the requirements and the evaluation of the applications will be carried out by a commission appointed by the CCI Director General, made up of three members, one of which in a Secretary role.

For the comparative evaluation of the curricula, the Commission will have a total score of 50 points and will take into account in particular:

- Working experience in the translation sector (20/50);
- Working experience in activities similar to that of the post to be filled (20/50).
- Linguistic skill mix (10/50)

If it deems it necessary, the Commission may invite candidates for an interview in order to countercheck the experiences or knowledge declared and the attitude to the position in relation to the subject of the assignment. Only applicants gaining a score of 30/50 or more for the experiences reported in the CV may be interviewed. The interview may assign a score up to additional 50 points.

In consideration of the requirements and limitations determined by the measures to deal with the epidemiological emergency from COVID-19, the body reserves the right to conduct the interviews by means of telematic communication systems.

The Centro per la Cooperazione Internazionale reserves the right to grant the assignment even in the presence of only one candidacy, as long as it is suitable, as well as reserves the right, if the applications received within the deadline set out in this notice are inadequate, to acquire further candidates.

6. Contracting

The Centro per la Cooperazione Internazionale will arrange and stipulate the contract with the selected candidate who will be paid the salary provided for in this notice. The assignment will be managed in compliance with the procedures provided for by the Italian reference standards.

The publication of this notice does not bind the Centro per la Cooperazione Internazionale in any way in the assignment of the contract. Until the signing of the assignment, the Centro per la Cooperazione Internazionale may revoke this procedure at its sole discretion without the competitors having any rights whatsoever.

General information

This notice, the outcome of the selection and the assignment of the contract will be published on the Centro per la Cooperazione Internazionale website in the homepage. The publication has the value of notification for all legal purposes.

Trento, September 20th 2021.