

Republic of Tunisia

Ministry of Development, Investment
and International Cooperation



ASSIGNMENT OF CONTRACTING EXPERTS

The Ministry of Development, Investment and International Cooperation, in cooperation with the Millennium Challenge Corporation under its COMPACT Program, advertise for these following positions:

- Economist (01 position – Reference P1)
- Public Outreach and Stakeholder Engagement Specialist (01 position – Reference P2)
- Administrative Assistant (01 position – Reference P3)

The premium application file should include a resume (02 pages maximum) and a cover letter (01 page maximum), in english and in PDF format (documents in other languages are not acceptable and the application will be considered null and void). Besides, applications shall be limited to only ONE position.

Your resume and cover letter should be titled as follows:

- First name and family name-CV (for the resume) ;
- First name and Family name-CL (for the cover letter).

The deadline for applying: February 10th 2019, via e-mail on the following address:
application.mcc@mdici.gov.tn

Your email should specify the position name for which you are applying in the subject line of the email message.

For more information about the required qualifications and entrusted responsibilities, please read the job descriptions.

JOB DESCRIPTION





CALL FOR APPLICATIONS – ECONOMIST

The Millennium Challenge Corporation (MCC) is an independent foreign assistance agency of the United States Government. MCC's mandate is to assist the world's poorest countries in reducing poverty through economic growth while strengthening good governance, economic freedom, and investments in people in those countries selected to receive its assistance.

Each year, MCC's Board of Directors selects, from among the countries that are eligible to receive MCC assistance, those countries with respect to which the United States will seek to enter into a Millennium Challenge Compact. The Board of Directors of MCC has determined that the Republic of Tunisia is eligible for assistance from MCC, and the Parties are seeking to enter into a Millennium Challenge Compact to advance economic growth and poverty reduction in Tunisia.

To ensure strong country ownership of the future compact, each selected country should convene a capable, professional team to handle the day-to-day work requirements, manage the overall compact development process, and coordinate and collaborate directly with MCC. This team, known as the Compact Development Core Team, will include an experienced, full-time national coordinator supported by a staff of well-qualified subject matter experts and technical specialists.

We are seeking a highly motivated economist for this team, who will contribute in collaboration with the senior economist in assessing and explaining the underlying economic logic and likely economic impact of the selected country's proposed compact program.

Qualifications:

- PHD (preferred) or Masters in Economics, with focus on microeconomics and preferred experience or technical expertise in Industrial Organization, Labor Economics or International Economics.
- Research experience in some or all of the following areas: industrial organization, regulatory environment and market reforms, firm behavior, infrastructure investments and pricing, agriculture.
- Demonstrated ability to acquire and analyze data from local institutions such as government ministries and statistical agencies.
- Demonstrated ability to analyze the economics of development projects, including conducting cost-benefit analysis and beneficiary analysis.
- Capacity to manage a variety of analytical tasks and demands with limited supervision, in a responsible and flexible manner.
- Skills in microeconomic analysis, econometric/statistical analysis preferably of firm or household level data.
- Strong skills with software for statistical analysis, such as STATA or SPSS.
- Experience working with an economic planning or development organization or an international donor organization preferred.
- Working level knowledge of French and English.

Description of main responsibilities:

- Working with MCC economists, participate in detailed analyses of the economic characteristics of any proposed projects, including assessing in detail the likely economic costs and benefits associated with each, disaggregated by income level, social group and gender, as well as effects on productivity, output and competition.
- Participate in gathering all required data, and contribute to the calculation of economic rates of return (ERRs) for proposed projects.
- Contribute to the assessment of how proposed projects will impact intended beneficiaries, with particular attention on poor households and disadvantaged groups, and women.

Level of effort:

On average, the Economist should work approximately 75% of a full-time equivalent (FTE) during the entire Compact development period.

Counterpart Staff:

The Economist will be supervised by the National Coordinator, will support and work with the Government of Tunisia's Core Team Senior Economist, as well as directly with MCC's Economists for Tunisia. MCC may also provide experienced international consultants to support compact development work.

Interested candidates are requested to send a CV and covering letter (both in English) before the February 10th 2019 to the following e-mail address: application.mcc@mdici.gov.tn



CALL FOR APPLICATIONS PUBLIC OUTREACH AND STAKEHOLDER ENGAGEMENT SPECIALIST

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To ensure a strong start, each selected country should convene a capable, professional team to handle the day-to-day work requirements, manage the overall compact development process, and coordinate and collaborate directly with MCC. This team, known as the Compact Development Team, will include an experienced, full-time national coordinator supported by a staff of well-qualified subject matter experts and technical specialists.

We are seeking a highly motivated public outreach and stakeholder engagement specialist for this team. He will plan and execute a broad process of public consultations and stakeholder engagement during the early stages of compact development, working in close collaboration with the Compact Development Team private sector specialist and gender and social integration specialist, and will ensure continued engagement with stakeholders throughout the compact development process.

Required qualifications:

- University degree in communications, public relations, public policy, community development or other relevant field.
- Ten (10) years of prior work experience planning broad communication and outreach strategies and conducting, organizing, managing and leading large-scale participatory stakeholder consultations or targeted outreach events in a context related to economic development.
- Demonstrated ability to conduct a detailed stakeholder mapping exercise for the identification, targeting and engagement of a wide range of stakeholders.
- Demonstrated ability to work with technical specialists such as economists and social and gender specialists to incorporate public feedback into program and project design.
- Prior experience working for a relevant government agency or international development partner strongly preferred.
- Clear familiarity with *Stakeholder Engagement: A Good Practice Handbook for Companies Doing Business in Emerging Markets*, published by the International Finance Corporation (IFC), strongly preferred.
- Strong oral and written communication skills, organization, and interpersonal skills.

Duties and responsibilities:

- Develop a public relations strategy to ensure broad public awareness of the compact development process. Lead the development of an informative public website and ensure it is maintained with relevant and timely content on a regular basis. Develop press materials and engage reporters as needed to ensure timely provision of public information.
- Lead a detailed stakeholder mapping exercise to identify, categorize and prioritize relevant stakeholders among community leaders; women's organizations, environmental organizations and other civil society organizations; business and the private sector; interest groups; local, regional and national political leaders; international development partners; and potential beneficiaries.
- Lead the development of a detailed, written Stakeholder Engagement Plan that defines the broad parameters of a timely, meaningful and participatory consultative process. Among other details, the plan should clarify the issues on which the eligible country will share information with or solicit feedback from key stakeholders; define a timeline for engaging them; describe the strategic approach and specific mechanisms for sustained, ongoing consultations; and set a general expectation that the results of stakeholder consultations will be captured, documented and utilized throughout the compact development process. The Stakeholder Engagement Plan should also include methods for ensuring equal opportunities for women and disadvantaged social minorities to participate in consultations.
- Design participatory mechanisms for gathering and incorporating meaningful feedback from key stakeholders, in full compliance with MCC policies and the IFC Performance Standards.
- Manage and oversee the actual implementation of a timely, meaningful and participatory process for engaging a wide variety of stakeholders at various stages of the compact development process.
- Develop and maintain a contact database to track the timing and content of contacts between the Compact Development Team and key stakeholders.
- Write detailed Stakeholder Engagement Reports to document ongoing consultations and capture feedback and input from stakeholder. Provide the reports to other members of the Compact Development Team as a tool to ensure that relevant stakeholder input is taken to account during the identification, selection and design of proposed projects.

Level of effort:

On average, the Public Outreach and Stakeholder Engagement Specialist's role should occupy approximately 75 percent of a full-time equivalent (FTE) during the early stages of Compact development, with the period of broad public consultations likely to require full-time dedication.

Counterpart staff:

The Public Outreach and Stakeholder Engagement Specialist will work directly with MCC's Country Team Lead (CTL) and his/her deputy (Associate Director/Point of Contact).

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CALL FOR APPLICATIONS ADMINISTRATIVE ASSISTANT

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To ensure a strong start, each selected country should convene a capable, professional team to handle the day-to-day work requirements, manage the overall compact development process, and coordinate and collaborate directly with MCC. This team, known as the Compact Development Team, will include an experienced, full-time National Coordinator supported by a staff of well-qualified subject matter experts and technical specialists.

We are seeking a highly motivated administrative assistant to the National Coordinator for this team.

Required qualifications:

- University degree (completion of secondary school and two years university level studies) in management (accounting, financial, office...), business administration, public administration or other relevant field
- Professional experience of at least five (5) years in a similar position
- Strong computer skills (MS Office, Internet)
- Excellent communication and interpersonal skills
- Ability to write and organize all types of operating documents, mastering the rules of spelling and grammar
- Ability to adapt communiques and messages to the type of audience or interlocutor appropriate to the office of the chief executive officer
- Effective analytical skills
- Resourceful, proactive and ability to work with minimal supervision
- Ability to work under pressure in an fast-paced environment
- Superior organizational and time-management skills
- Maintain confidentiality of information processed
- Excellent written and verbal communication skills in English, Arabic and French preferred

Duties and responsibilities:

- Assist the National Coordinator in his/her chief executive activities
- Organize and plan short-, medium- and long-term activities
- Arrange appointments, meetings and travel of the National Coordinator
- Serve as a direct point of contact on behalf of the National Coordinator
- Manage the day-to-day operations of the office of the National Coordinator
- Supervise staff within the office of the National Coordinator, if applicable
- Manage priorities and proactively mitigate risks
- Respect the organizational procedures
- Receive and screen telephone communications for the National Coordinator
- Organize, coordinate, monitor and distribute internal and external information including routing correspondence and specific cases
- Manage sensitive and confidential written and verbal communications

Level of effort:

On average, the Administrative Assistant's role should occupy approximately 75 percent of a full-time equivalent (FTE) during the Compact development.

Counterpart staff:

The Administrative Assistant will report and work directly with the National Coordinator.

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