



Embassy of Italy to Sudan



““Improve the health status of vulnerable populations in East Sudan” - IHSVP”

Program funded by the European Union and implemented by the Italian Ministry of Foreign Affairs and International Cooperation

Delegation Agreement no. FED/ 2014/ 348-667

PROFESSIONAL VACANCY ANNOUNCEMENT NO. IHSVP 02/2017

PROCUREMENT, FINANCE AND ADMINISTRATIVE OFFICER

In accordance with the Italian Decree 165/2001 art. 7 co.6, the Italian Embassy in Sudan assisted by the Sudan - Office of the Italian Agency for Development Cooperation, intends to recruit a PROCUREMENT, FINANCE AND ADMINISTRATIVE OFFICER in the framework of the “Improve the health status of vulnerable populations in East Sudan” - IHSVP (hereafter referred to as “the Program”), financed by the European Union and implemented by the Italian Ministry of Foreign Affairs and International Cooperation.

The contract will be for n. 10 months (up to the end of the Program).

PROGRAM DESCRIPTION

The Program is meant as a component of the SHSS EU Program and to be complementary and synergic to “Promoting Qualitative Health Services in Eastern Sudan – PQHS” program, started on 2014. IHSVP main scope is: strengthening local capacities for an effective delivery of basic health services (PHC) with special focus on MCH in the target three Eastern Sudan States (Gedaref, Kassala, Red Sea), improving their quality and increasing their rate of utilization; improving, at community level, the access to safe and potable water sources, the environmental sanitation and hygiene facilities.

Expected start of employment: at the end of the selection process.

Duty station: Khartoum, with expected duty travels in the areas of intervention.

Remuneration: Euro 8.983 month/gross

1. KEY FUNCTIONS

The **Procurement and Finance Administrative Officer** will have a support role in the procurement and administrative aspects of the Programme's Implementation. He/she will report to the Programme Team Leader and he/she will be under the supervision of the Ambassador.

A) As Procurement Officer, he/she will work in close coordination with the administrative office of the Italian Embassy.

In particular, the Procurement Officer will be directly responsible for:

- Establishing and implementing the procurement plan.
- Organising and preparing all calls for tenders and calls for proposals in compliance with the Italian Procurement Law, as well as the Practical Guide to Contract Procedures for EU External Actions (PRAG).
- Defining Terms of Reference of tenders and calls for proposals in collaboration with the technical experts.
- Supporting the evaluation commission in the award process for tenders.
- Preparing any documentation related to contracts and agreements.
- Ensuring the correct implementation of all contracts and agreements.
- Performing other duties as required.

B) As Finance Administrative Officer, he/she will be in charge of the planning, implementation and reporting of the financial budget of the Programme in collaboration with the Team Leader and the administrative office of the Italian Embassy.

In particular, the **Finance Administrative Officer** will be directly responsible for:

- Ensuring the correct administrative implementation of the Programme.
- Ensuring the financial management of the EU funds supporting the administrative office of the Embassy in the accounting operations.
- Preparing the intermediate and final financial reports.
- Preparing the financial statements of Programme expenditure for the annual "Declaration of Management".
- Preparing the payment requests to submit to the EU Delegation.
- Supporting the Programme Team Leader during the auditing conducted by the European Commission and Italian Ministry of Foreign Affairs and International Cooperation.
- Performing other duties as required.

2. REQUIREMENTS

Education:

University degree (level 7 European Qualification Framework EQF) in Business and Administration, Economics.

The candidates can avail themselves of the equivalences for the admission to public competition, published on the web-site of the Ministry of the Education, University and Research www.miur.it.

Language:

English both written and spoken (C1 European level).

Italian, if not mother tongue, at B2 European level both written and spoken.

Experience and competencies:

- Minimum 5 years of relevant professional experience (post-graduation) in the legal and administrative sectors in the framework of development programmes.
- Excellent knowledge of Italian and European procurement procedures (PRAG).
- Knowledge of the EU initiative funding the Programme.
- Proficient in using computers including Microsoft programs, spread sheets, Email (Outlook) and internet.
- Being immediately available to hold the appointment

The following **preferred requirements** will also be taken into consideration:

- Experience in management EU Delegation Agreement
- Previous responsibility for procurement procedures.
- Post-graduate degrees (Master-Doctorate) in legal and administrative subjects.
- Specialised courses in international cooperation.
- Experience in management of EU funds.
- Previous experience in the Country/Region indicated in this vacancy.

3. EVALUATION OF APPLICATIONS

The selection will be conducted by an Evaluation Commission nominated by the Ambassador according to the following criteria:

Education, experience, competencies and preferred requirements (Max 70 points)

Verification of the possession of the essential and preferred requirements according to the documentation presented by the candidate, with particular reference to the academic titles obtained and the professional experience gained.

Candidates scoring at least 55 points will be included in the shortlist and will be invited for an interview.

Interview (Max 30 points)

The interview will be carried out through audio/video connection (e.g. Skype), or at the premises of Embassy in Khartoum

No reimbursement will be granted to those travelling to Khartoum for the interview.

Candidates scoring at least 79 points at the end of the process will be included in a final list of endorsed candidates valid till the end of the program.

Youngest candidates will be preferred in case of a final equal score.

4. HOW TO APPLY

The submission of the application duly signed should indicate the number of the vacancy announcement. The application shall be written in English and include a Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445), indicating:

- a. Surname, name, date and place of birth.
- b. Residence.
- c. Citizenship.
- d. Only for Italian citizen, specify the name of the municipality where the applicant is registered for the electoral roll.
- e. Absence of conviction for any criminal offence or of any criminal process pending.
- f. No involvement in current legal or penal action for crimes against Public Administration.
- g. Studies certificates indicating the dates of issue and the names of Academic Institutions.
- h. Fully possession of political and civil rights.
- i. Not having being dismissed for fault from employment by a Public Administration office.

Any false declaration will incur penal sanctions according to article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application shall also include:

1. Motivation letter in English
2. Copy of valid Passport.
3. Curriculum vitae in English (Europass format).
4. A declaration to be immediately available to hold the appointment

The applicant should also provide a telephone number and an email address for communications. The applicant must communicate any changes occurring after the submission of the application for this vacancy. The signed application and all attachments should be received before 12:00 (Central European time) on the 15th March 2017 at the following email address: recruitment@coopitsudan.org

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number.

5. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- a) Applications made without having all requirements described in this announcement
- b) Application not signed
- c) Application received after the deadline stated in this announcement

6. RESULTS OF THE SELECTION

The short-listed candidates will be informed of the results of the selection process.

7. PROTECTION OF PRIVACY

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian D. Lgs. 196/2003).

8. PROTECTION CLAUSE

At any stage of the selection process the Italian Embassy in Khartoum has the right at its own complete discretion to terminate the recruitment process.

Khartoum, 28/02/2017




The Ambassador
Fabrizio Lobasso