



*Agenzia Italiana
per la Cooperazione allo Sviluppo
Khartoum*

POVERTY ALLEVIATION PROJECT
PER GLI STATI DI KASSALA E RED SEA

AID 10017

The ITALIAN AGENCY FOR DEVELOPMENT COOPERATION in Sudan in the framework of the initiative “Poverty Alleviation Project per gli Stati di Kassala e Red Sea – AID 10017” invites interested and qualified applicants to participate in the selection for the position of

2 (two) DRIVERS

COD: DRIVER 03/18

<i>Position</i>	Driver
<i>Brief description</i>	The post holder will provide reliable and courteous transportation service within Kassala State and Red Sea State and areas of intervention of the project.
<i>Duty stations</i>	1 driver in Kassala State (Kassala) – 1 driver in Red Sea State (Port Sudan)
<i>Duration</i>	12 months fixed term contract, with 3 months probation time
<i>Salary</i>	Euro 540 month/gross (including allowances, medical insurance, workman compensation, 17% of NSIF paid by the employer)
<i>Starting</i>	After selection procedure conclusion
<i>Deadline</i>	June 28th 2018

1. ROLE and RESPONSABILITIES

- Drive fleet vehicles for the transportation of authorized personnel and the delivery/collection of mail, documents, cargo, pouches and other items.
- Ensure that the assigned vehicle is clean and roadworthy, producing paperwork as necessary.
- Fill in the log book for all journeys
- Responsible for day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires, headlights, perform minor repairs and arrange for other repairs through management.
- Keep a record of use of vehicle, daily mileage, gas consumption, oil changes, greasing and other services

2. PROFESSIONAL REQUIREMENTS

- Maximum 60 years old
- Excellent Arabic (written and spoken)
- Valid driving licence
- Updated eye examination
- School level education, including basic literacy and numeracy
- Excellent communications skills
- Punctuality and total reliability



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- Ability to learn detailed procedures and adhere to them
- Able to speak, write and understand English

3. PROFESSIONAL REQUIREMENTS

Essential requirements

- At least three (3) years of relevant experience as driver

Preferential requirements

- Previous experience working in the field of development with INGOs, UN agencies or Cooperation agencies

4. EVALUATION OF APPLICATIONS

The selection will be conducted by an Evaluation Commission nominated by the Head of Office in Khartoum 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 reference to the academic titles obtained and the professional experience gained.

Interview (Max 30 points).

The interview will be carried out in person at the premises AICS Office in Kassala and Port Sudan.

No reimbursement will be granted to those travelling to Kassala and Port Sudan for the interview.

5. HOW TO APPLY

The applicants must submit a written and signed declaration request to be admitted to the selection procedure. The request must state:

- Full name;
- Nationality and Residence;
- Absence of criminal convictions;
- Studies (place, school, and date of issue);
- Valid Phone Number;
- Valid e-mail address;

The submission of the declaration duly signed should also indicate the number of the **vacancy announcement (DRIVER 03/18)**. The applicant must attach to the application request:

- Curriculum vitae in English.
- Motivation letter in English.
- Copy of the Academic Certificate in English.
- Copy of valid Passport/ID Card.



The applicant must communicate any changes occurring after the submission of the application for this vacancy. The application and all attachments should be received before 12:00 pm (UTC +2) on the 28th of June 2018 with the following modalities:

1. Via email at recruitment.aics@coopitsudan.org mentioning in the subject the vacancy number: **DRIVER 03/18**.
2. In closed envelope to Italian Agency for Development Cooperation, AICS, Kassala Office, Aldereja block 11, house 150, Khartoum. Please mark the outside of the envelope with "**PROFESSIONAL VACANCY ANNOUNCEMENT- DRIVER 03/18**".

6. 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 received after the deadline stated in this announcement.

7. RESULTS OF THE SELECTION

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

8. PROTECTION CLAUSE

At any stage of the selection process, the Italian Agency for Development and Cooperation in Khartoum has the right at its own complete discretion to terminate the recruitment process.

Khartoum, June 13th, 2018

Head of Khartoum Office
Vincenzo Racalbuto

