



**“DICTORNA: Family Medicine in the States of Red Sea, Kassala and Khartoum”
PROFESSIONAL VACANCY ANNOUNCEMENT NO. AID 11188/PA/1/18
PROJECT ASSISTANT/MONITORING OFFICER
(National Position)**

PROGRAM DESCRIPTION

The DICTORNA [AID 11188] project, financed through the bilateral channel, is part of the 2017-2019 programming of AICS Khartoum aiming at the establishment of a family health system in the States of Red Sea, Kassala, and Khartoum. The program strives to ameliorate SDGs no. 3, 4 and 5 encompassing interventions aimed at the improvement of the overall health conditions of the population in the targeted areas by enhancing the capacity of the National Health Service, and by improving the functional and operational skills of the PHC system.

Expected start of employment:	At the end of the selection process
Contract duration:	12 months
Duty station:	Khartoum with expected duty travels in the areas of intervention
Remuneration:	900,00 Euro Gross/Monthly (including allowances, medical insurance, workman compensation, 17% of NSIF paid by the employer)

1. KEY FUNCTIONS

The Project Assistant is responsible for assisting the projects' staff in the overall management of activities, notably the Project Assistant will be directly responsible for:

- Ensuring monitoring and evaluation of the project's activities, developing matrixes and tools to be used to confirm a timely follow-up;

- Perform field visits in the localities of implementation in coordination with the project's staff and the relevant local authorities;
- Assist the project's staff, operationally and procedurally, in the drafting of procurements' procedures needed for the implementation of activities in accordance with the relevant Italian law on public procurements as well as the Practical Guide to Contractual Procedures for EU External Actions (PRAG);
- Support the project staff in the drafting of project's reports, studies, evaluations and any relevant script which will be required during the implementation and follow-up of the activities;
- Support the smooth coordination between projects' partners and participate in the regular Steering Committee meetings.

2. ESSENTIAL REQUIREMENTS

Education

Bachelor's degree in international relations, statistics, information technology, development economics and/or related fields. Degrees in other fields will be taken into consideration if combined with relevant working experience.

Languages

LANGUAGE	LEVEL	REFERENCE
Arabic	Mother tongue or C1, C2	Self-assessed [CEFR]
English	C1+	Self-assessed [CEFR]
Italian	A1+	Self-assessed [CEFR]

Experience

- 2 years of relevant professional experience in development or emergency programs with the UN, IOs, INGOs or Donors;
- 2 years of relevant professional experience in development or emergency programs in health-related projects.

3. PREFERRED REQUIREMENTS

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

- Courses and advanced certificates in PCM, international cooperation and humanitarian delivery standards and practices, monitoring and evaluation and any other relevant topics will be considered;
- Previous experience in Technical Assistance programs;
- Previous experience in overseeing and managing procurement procedures using Italian Cooperation and/or the Practical Guide to Contractual Procedures for EU External Actions (PRAG);
- Previous experience in data collection, analysis, and elaboration;
- Proficient skills in Microsoft Office package, SQL-based software, and web browsing.

4. EVALUATION OF APPLICATIONS

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

Following the deadline set for the receipt of applications, the AICS Human Resources department will check the formal admissibility and completeness of the applications received. Subsequently, the applications that have passed the above-mentioned compliance check will be evaluated based on the scoring specified below.

An Evaluation Commission appointed by the Head of Office in Khartoum will carry out the evaluation; a maximum of 70 points will be assigned based on 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.

Candidates scoring at least 50 points will be included in the shortlist and will be invited for an interview.

Interview (Max 30 points)

The interview will be carried out at the premises AICS Office in Khartoum [33rd street, al-Amarat, Khartoum].

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

Candidates scoring at least 75 points at the end of the process will be included in a final list of suitable candidates valid till the end of the program.

Youngest candidates will be preferred in case of a final equal score. Scoring will be based on the following criteria:

Category	Description	Scoring Rationale	Max Score
Essential requirements	Bachelor's degree in international relations, statistics, information technology, development economics and/or related fields. Degrees in other fields will be taken into consideration if combined with relevant working experience.	5 Points per relevant degree	5
	Arabic [minimum C1, CERF self-assessment]	C1 1 point C2 2 points	2
	English [minimum C1, CERF self-assessment]	C1 1 point C2 2 points	4
	Italian [minimum A1, CERF self-assessment]	A1 1 point A2 2 points B1 3 points B2 4 points	4
	2 years of relevant professional experience in development or emergency programs with the UN, IOs, INGOs or Donors;	A minimum of 5 and a maximum of 15 points will be awarded on the basis of the years of experience	15
	2 years of relevant professional experience in development or emergency programs in health-related projects.	A minimum of 5 and a maximum of 15 points will be awarded on the basis of the years of experience	15
Preferred requirements	Courses and advanced certificates in PCM, international cooperation and humanitarian delivery standards and practices, monitoring and evaluation and any other relevant topics will be taken into account	1 point will be awarded for every course deemed relevant for which a certificate is produced	5
	Previous experience in Technical Assistance programs	More than 3 years	5
	Previous experience in overseeing and managing procurement procedures using Italian Cooperation and/or the Practical Guide to Contractual Procedures for EU External Actions (PRAG)	More than 2 years	5
	Previous experience in data collection and analysis	More than 2 years	5
	Proficient skills in Microsoft Office package, SQL-based software, web browsing and data analysis	Declared proficient/advanced/expert skills in required software	5
			70

5. 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 the Legally Binding Self-declaration (ANNEX I), indicating:

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

Any false declaration will imply the rejection of the application.

The application shall also include:

1. Motivation letter in English;
2. Copy of valid Passport/ID card;
3. Curriculum vitae in English;
4. Certificates attesting degrees possessed.

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 **28th June 2018** at the following email addresses: recruitment.aics@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 [AID 11188/PA/1/18].

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. Applications not signed

- c. Applications 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 OF PRIVACY

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process.

9. 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, 13th June 2018



Head of Office Khartoum

Vincenzo Racalbuto



PROFESSIONAL VACANCY ANNOUNCEMENT NO. AID 11188/PA/1/18

ANNEX I

I, the undersigned,

Name, Surname _____

Date and place of birth _____

Residence _____

Citizenship _____

Declare that:

- a) I have not been convicted of any criminal offence and/or I have no criminal process pending;
- b) I have no involvement in current legal or penal action for crimes against Public Administration;
- c) I have never been dismissed for fault from employment by a Public Administration office;
- d) I fully possess political and civil rights;
- e) I possess the following university certificates:

Title _____

Institution _____

Academic Institution _____

Date and signature _____