



*Agenzia Italiana  
per la Cooperazione allo Sviluppo  
Khartoum*

TADMEEN – INCLUSIONE SOCIALE, SVILUPPO DEL  
CAPITALE UMANO E PROTEZIONE DI GRUPPI VULNERABILI  
ALL'INTERNO DELLE COMUNITÀ DI MIGRANTI, DI RIFUGIATI E  
OSPITANTI  
AID 11113

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**“TADMEEN – Social Inclusion, Human Capital development and Protection of  
Vulnerable Groups within Migrants, Refugees and Host Communities”**

**PROFESSIONAL VACANCY ANNOUNCEMENT NO.PO/TDM/KHT/4/18**

**DRIVER – LOGISTICIAN  
(National Position)**

**PROGRAM DESCRIPTION**

The initiative aims to promote the social inclusion and development of human capital of marginalized and vulnerable groups within migrant and hosting communities in the States of Khartoum and Red Sea in Sudan. Hence, the program will focus on the promotion of human rights, socio-economic empowerment and equal access to public services of children at risk, women in difficulty and persons with disabilities by increasing their resilience through activities of poverty reduction.

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

**Contract duration:** 12 months fixed term contract, with 3 months' probation period.

**Duty station:** Khartoum – Khartoum State with duty travels to the areas of intervention

**Remuneration:** Euro 700 month/ gross (including allowances, medical insurance, workman compensation, 17% of NSIF paid by the employer)

**1. KEY FUNCTIONS**

The driver logistician will:

- 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.

- Assist in the loading, unloading and movement of furniture, equipment, cargo and office supplies;
- Perform miscellaneous office support functions, such as messenger.
- Prepare and require travel permit and visa,
- Collect quotes,
- Manage current office expenses,
- Assist in any assignment requested by the direct supervisor and the administration office

## **2. REQUIREMENTS**

### **Essentials Requirements:**

- Maximum 60 years old
- Excellent Arabic (written and spoken)
- Valid driving licence
- School level education, including basic literacy and numeracy
- Excellent communications skills
- Punctuality and total reliability
- Ability to learn detailed procedures and adhere to them
- Able to speak, write and understand English

### **Preferential requirements:**

- Previous work experiences as driver logistician
- Previous experiences at International Agencies / INGOs;

## **3. 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 Khartoum or through audio/video connection (e.g. Skype).

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

#### **4. HOW TO APPLY**

The applicants must submit a written and signed application 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 application duly signed should also indicate the number of the vacancy announcement. 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 (UTC +2) on the 2<sup>nd</sup> of **May 2018** with the following modalities:

1. Via e-mail at: [recruitment.aics@coopitsudan.org](mailto:recruitment.aics@coopitsudan.org) mentioning in the subject the vacancy number: **NO.PO/TDM/KHT/4/18.**

2. In closed envelope to: **Italian Agency for Development Cooperation, Al Amarat, street 33, Khartoum**; Please mark the outside of the envelope with “PROFESSIONAL VACANCY ANNOUNCEMENT NO.PO/TDM/KHT/4/18 – DRIVER LOGISTICIAN”.

## 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 received after the deadline stated in this announcement.

## 6. RESULTS OF THE SELECTION

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

## 7. 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, April 17<sup>th</sup>, 2018

Head of Khartoum Office

Vincenzo Racalbuto

