



Strengthening resilience for refugees, IDPs  
and host communities in Eastern Sudan  
ABAC Reference: T05-EUTF-HOA-SDN-13-01  
CUP J89D16003130006

JOB ANNOUNCEMENT for one (1)  
**ADMINISTRATIVE ASSISTANT**  
Ref: SDN13/07/2018

The Italian Embassy in Sudan assisted by the Office of the Italian Agency for Development and Cooperation in Sudan, in the framework of the program “Strengthening resilience for refugees, IDPs, and host communities in Eastern Sudan”, financed by the European Union, promotes a selection for the above-mentioned position.

<i>Brief description</i>	Provide administrative and accounting support to the Legal/Admin/Fin Officer and the Team Leader.
<i>Duty station</i>	Khartoum (Sudan);
<i>Contract duration</i>	24 months renewable, with 3 months' probation time
<i>Salary</i>	From 600 to 930 euro month/gross based on the experience of the candidate
<i>Contract start</i>	At the end of the recruitment process
<i>Deadline for application</i>	<b>12:00 (GMT +2) on the 2<sup>nd</sup> of July 2018</b>

## 1. MAIN DUTIES AND RESPONSABILITIES

He/she will report to the Legal, Administrative and financial officer and he/she will be under the supervision of the Team Leader. The tasks are:

- Assist the Legal/Admin/Fin/Proc Officer in bookkeeping entry, currency movements and keep update the accounting;
- Assist the Legal/Admin/Fin/Proc Officer to manage the financial activities (bank transfer, bank statement etc.);
- Assist the Legal/Admin/Fin/Proc Officer to prepare the annual and final financial report
- Assist the Legal/Admin/Fin/Proc Officer to draft the report of expenses incurred in order to be certified in the annual "management declaration" approved by the Head of Mission
- Maintain the archive updated classifying the documentation of the projects;
- Assist the Legal/Admin/Fin/Proc Officer to prepare and/or translate internal documents such as official letters, progress reports, quotations ect.
- Perform other tasks required

## 2 TECHNICAL/ACADEMIC REQUIREMENTS

- A degree in economics, accounting or similar;
- Great knowledge of spoken and written **English** (with certificate)
- Good knowledge of the office package software (**excel, word,**) and outlook

### 3 PROFESSIONAL REQUIREMENTS

#### *Essential requirements*

- At least one (1) year of relevant experience as secretary/accountant/administrative or similar duties

#### *Preferential requirements*

- Experience working in the field of development with INGOs, UN agencies or Cooperation agencies;
- Basic knowledge of italian language (A1-A2)

### 4 SUBMISSION OF APPLICATIONS

The submission of the application has to indicate the number of the vacancy announcement SDN13/07/2018. The applicant must attach to the application request:

- updated CV in English
- cover letter in English
- Academic level certificate in English
- valid phone number
- active email address
- copy of passport/ID-card

The deadline for the application submission is at 12.00 (GMT +2) on the 2<sup>nd</sup> of July 2018. The applications received after the deadline will not be taken into consideration. It is kindly suggested to not submit an application in case the applicant doesn't fit with the essential requirements above mentioned.

The applications, mentioning the Vacancy Code, should be delivered/sent in a closed letter to **Embassy of Italy– Development Cooperation Office, Al Amarat, street 33, Khartoum** or through e-mail at [recruitment@coopitsudan.org](mailto:recruitment@coopitsudan.org).

Khartoum, the 18<sup>th</sup> of June 2018



The Ambassador  
*Fabrizio Lobasso*  
Fabrizio Lobasso