



بتمويل من الاتحاد الأوروبي  
FUNDED BY EUROPEAN UNION



Support Migrants and Host Communities in  
improving access to Safe Water and Sanitation  
ABAC Reference: T05-EUTF-HOA-SDN-11-01  
CUP J89D16003140002

## JOB ANNOUNCEMENT CIVIL WORKS SUPERVISOR

Ref: SDN11/01/19

The Italian Agency for Development and Cooperation (AICS) in Sudan, in the framework of the program “Support Migrants and Host Communities in Improving access to Safe Water and Sanitation”, financed by the European Union, promotes a selection for the above-mentioned position.

<i>Brief description</i>	The Civil Works Supervisor supports and assists the Team Leader in both the design and supervision activities related to the program.
<i>Duty station</i>	Khartoum and areas of intervention (Kassala and Gedaref)
<i>Contract duration</i>	12 months renewable, with 3 months’ probation time
<i>Salary</i>	900 monthly/gross
<i>Contract start</i>	At the end of the recruitment process
<i>Deadline for application</i>	<b>12:00 (GMT +2) on the 21<sup>st</sup> of March 2019</b>

### 1. MAIN DUTIES AND RESPONSABILITIES

Under the supervision of the Team Leader or anybody appointed by him/her, the consultant shall:

- Assess needs of the wash facilities and water treatment stations that will be rehabilitated; Assist the Team Leader in the design of new WASH facilities in the target areas of the program according to standard models developed by AICS in Sudan in agreement with State Ministries of Health (MoH) and Education (MoE) in the target states. In particular, he/she will prepare:
  - Project design Arch./Structural/Electrical/Plumbing;
  - BoQs Architectural/Structural/Electrical/Plumbing;
  - Prepare the technical part of the tender dossier and/or Requests for Offers (including technical and procedural support to bidders);
- Coordinate with the competent authorities to reach an agreement on the above-mentioned project design
- Supervise the civil works for water supply systems in schools and health facilities (to be rehabilitated and to be constructed). In particular, he/ she will:
  - Carry out Periodical Site Supervision visits and Work Direction;
  - Supervise and validate the Preliminary as well as Final Acceptance Certificates upon Preliminary and Final Acceptance Test (hand over procedures)
- Provide technical assistance to beneficiaries and users of the wash facilities;
- Support the Team Leader in writing technical reports and minutes;
- Carry out any other tasks requested by the Team Leader or any person appointed by him/her.

### 2 TECHNICAL/ACADEMIC REQUIREMENTS

- Bachelor Degree in Civil Engineering, Architecture or related studies;
- Excellent Arabic (written and spoken);
- Fluent in English, both spoken and written;
- Proficient in using computers including AutoCAD/ArchiCAD, Microsoft programs (excel, word), outlook and internet;

- Excellent communications skills;
- Punctuality and total reliability.

### 3 PROFESSIONAL REQUIREMENTS

#### *Essential requirements*

- At least two (2) years of practical experience related to project design or direct supervision of construction works and preparation of bill of quantities;
- Knowledge and application of Procedure and Practical Guide (PRAG);
- Proficiency in measuring, surveying and recording all variations from documented works requirements to writing clear and concise technical reports;
- Comprehension of current Building Regulation, including familiarity with the latest local Technical Guidance Documents.

#### *Preferential requirements*

- Previous experience working in the development projects with INGOs, UN agencies or International Development Agencies;
- Previous experience working in Eastern Sudan;
- Knowledge of AICS administrative procedures.

### 4 REPORTING

The appointed person shall prepare the following reports during his/her assignment

- **Assessment report:** at the end of the assessment phase, the supervisor shall prepare and submit to the Team Leader a narrative report (max 5 pages), including photographs about the facilities and sites surveyed. The report shall be submitted within 48 hours from the completion of the assessment phase, as per the agreed format.
- **Monthly report** of all the activities carried out according to the agreed upon format

The reports shall be in English.

### 5. 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 traveling to Khartoum for the interview.

## 6. HOW TO APPLY

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

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

The submission of the application has to indicate the number of the vacancy announcement **SDN11/01/19**. The applicant must attach to the application request the following **signed** documents:

- 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 **21<sup>st</sup> of March 2019**. 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 **Italian Agency for Development and Cooperation Office, Al Amarat, street 33, Khartoum** or through e-mail at [recruitment.sudan@aics.gov.it](mailto:recruitment.sudan@aics.gov.it).

Khartoum, the 7<sup>th</sup> of March 2019

AICS - Khartoum  
Head of Office  
Vincenzo Racalbutto  
