



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

**JOB ANNOUNCEMENT for a
COMMUNICATION OFFICER ASSISTANT**

Ref: SDN13/11/2019

The Italian Agency for Development and Cooperation in Sudan (AICS), 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>	Ensure quality support in the organization, management and implementation of the communication and visibility activities
<i>Duty station</i>	Khartoum (Sudan) with field visits to the areas of intervention
<i>Contract duration</i>	11 months renewable, with 3 months’ probation period
<i>Salary</i>	Euro 900 month/gross
<i>Contract start</i>	At the end of the selection procedure
<i>Deadline for application</i>	12:00 (GMT +2) on the 21st of July 2019

1. MAIN DUTIES AND RESPONSABILITIES

Under the direct supervision of the Program Manager and the Communication Unit the Assistant will be responsible for:

- Support the realisation of promotional materials (banners, reports, presentations, brochure, audiovisuals, leaflets) for events or official visits/supervisions in the framework of the SDN13 project;
- Support the definition of a newsletter (in English and Arabic);
- Support – under the supervision of the Program Manager- the realisation of the Annual Report
- Support – under the supervision of the Program Manager and the Communication Unit - the update of the website and related social media pages (FB, Twitter)
- Ensure the visibility of AICS in the country, participating in events/workshps’ organization;
- Assist the Communication Unit in strenghtening relations with local media and in the organization of press releases.
- Organize and update the local press information regarding relevant themes and news for Italian Development Cooperation and assist in the organization of the local contacts database;
- Assist in all sectoral activities that could be relevant for the coordination of the communication activities

3 TECHNICAL/ACADEMIC REQUIREMENTS

Essential requirements

- Bachelor in Communication or Multimedia;
- Excellent knowledge of Arabic language (written and spoken)
- Excellent knowledge of English language (written and spoken)
- Good editorial abilities in Arab and English

- Good knowledge of main informatic software (Microsoft Office in particular) and proven competences in graphic and photo editing

Preferential requirements

- Good experience of websites and social media contents updating methodologies (WordPress)

4 PROFESSIONAL REQUIREMENTS

Essential requirements

- At least 4 (four) years of documented professional experience in activities related to the vacancy object (communication, editing/media, public relations, press office)

Preferential requirements

- Previous experience in the international cooperation and development sector with INGOs, UN agencies or Cooperation agencies

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 particular 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 of AICS Office in Khartoum or through audio/video connection (e.g. Skype)

6 SUBMISSION OF APPLICATIONS

The submission of the application has to indicate the number of the vacancy announcement SDN13/11/2019. The applicant must attach to the application request:

- updated CV in English (Europass format), dated and signed
- cover letter in English, dated and signed
- Academic level certificate in English
- valid phone number
- active email address
- copy of passport/ID-card, dated and signed

The deadline for the application submission is at 12.00 (GMT +2) on **the 21st of July 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 Development Cooperation Office (AICS)**, Al Amarat, street 33, Khartoum or through e-mail at recruitment.sudan@aics.gov.it

7 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 received after the deadline stated in this announcement.

8 RESULTS OF THE SELECTION

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

Khartoum, the 7th of July 2019



Vincenzo Racalbuto
Head of AICS Khartoum Office