



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

*Program funded by the European Union and implemented by the
Italian Agency for Development and Cooperation*

**Delegation Agreement no. T05-EUTF-HOA-SDN-13-01
PROFESSIONAL VACANCY ANNOUNCEMENT NO. 13/SDN13/2019**

PROGRAM LEGAL/ADMINISTRATIVE/FINANCIAL MANAGER

The Italian Agency for Development Cooperation – Khartoum Office intends to recruit a **Program Legal/Administrative/Financial Manager** in the framework of "Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan" EUTF SDN 13 (hereafter referred to as "the Program"), financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS).

The contract duration will be up to the end of the Program (30.06.2020), including two-months of probation period.

The contract is renewable subject to Program's needs, availability of funds and satisfactory performance.

PROGRAM DESCRIPTION

The Program **"Strengthening resilience for refugees, IDPs, and host communities in Eastern Sudan"** is based on **EU Trust Fund** objective strengthening resilience of most vulnerable communities.

Main scope of the initiative is to strengthen health systems at Locality level to better deliver basic packages of health services in Eastern Sudan States (Gedaref, Kassala, Red Sea), with the final aim of creating a more conducive and sustainable living environment for host communities, displaced populations, and refugees.

The most crucial intervention areas are:

- 1) Investing in capacity building of human resources for health system at the level of front line providers;
- 2) Improving the status of the PHC facilities and availability of supplies;
- 3) Enhancing access and quality of the "Basic Package of Health Services", Reproductive Health and Nutrition Services to the served population;
- 4) Increasing the level of integration of care at community level through community involvement and awareness raising on health risks practices and behaviours;
- 5) Strengthening the Public Health System at locality level to improve health service accessibility for host communities and migrants/refugees/IDPs.

Expected start of employment: 10.01.2020, if the selection process is completed.

Duty station: Khartoum with duty travels in the areas of intervention (States of Kassala, Gedaref and Red Sea).

Remuneration: maximum Euro 9.000,00 gross/monthly and other benefits, depending on the level of experience of the selected candidate and in accordance with the Italian Cooperation terms of employment and salary scale for international staff working in overseas offices.

1. KEY FUNCTIONS

The **Program Legal/Administrative/Financial Manager** plays a supporting role to the functions of the AICS Khartoum Head of Office regarding the implementation of tasks and administrative, legal and financial management of the Program.

He/she performs the functions of financial initiator, follow the instructions of the AICS Khartoum Head of Office and shall be accountable to him, in close collaboration with Technical Coordinator of the Program, with the Procurement Officer and with the Administrative Office of AICS Khartoum.

The Program Legal/Administrative/Financial Manager implements the following tasks:

- ensures the correct administrative execution of the Delegation Agreement regarding the application of the EU reference financial instrument and the accounting procedures of the representation;
- ensures the financial management of EU funding streams, records incoming and outgoing flows, accounting and payment of expenditure, financial monitoring of spending trends and reporting;
- assists Head of Office with the correct application and interpretation of Italian and European legislation during the execution of the Program;
- acts preventively to avoid conflicts between the European and Italian regulations of reference and local one;
- records expenses, currency movements, and processes reports through the dedicated application system;
- initiates expenditure execution operations in relation to contracts and agreements signed by the AICS Khartoum Head of Office;
- monitors the financial performance of the grants and monitors the reported expenditures;
- assists the final beneficiaries of grants during the expenses accounting stages;
- prepares the annual and final financial report;
- prepares reports of expenses incurred to be certified in the annual "management declaration" signed by the Director of AICS Khartoum;
- prepares the payment requests;
- ensures, in collaboration with the Administrative Office of AICS Khartoum, maximum visibility of the tender documents on the institutional website of AICS Khartoum and on the Program website;
- ensures, in collaboration with the Administrative Office of AICS Khartoum, the annual publication of the list of beneficiaries and suppliers on the institutional website of AICS and on the Program website;
- engages, to the extent of its competence, with the European Delegation in agreement with the administrative office of AICS Khartoum;
- provide assistance during the audit procedures (internal and external).

She/he shall assist the Procurement Officer with:

- preparing call for tenders and calls for proposals based on the relevant European legislation (PRAG);
- defining tender specifications (Terms of Reference - ToR), with the collaboration also of the Technical Coordinator;
- assisting, from an administrative point of view, the operations of the tender commissions;
- organizing, during the competition phase, informative sessions of a procedural and financial nature in favour of companies/ consultants/beneficiaries of grant contracts;
- organizing training on the management of grant contracts for selected beneficiaries;
- monitor the execution and closure of contracts and agreements;
- engages with the companies/ consultants/beneficiaries of selected grant contracts, for the aspects of its competence.

She/he plays a supporting role to the functions of the AICS Khartoum Head of Office regarding the implementation of the same tasks and administrative, legal and financial management also of the Program T05-EUTF-HOA-SDN-11-01 "Support Migrants and Host Communities in improving access to Safe Water and Sanitation", financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS).

2. REQUIREMENTS

Essential requirements

I. Education:

- a. Master's degree (level 7/6 - European Qualification Framework EQF) in business administration, finance, accounting, law or other relevant discipline.
The candidates can avail themselves of the equivalences for the admission to public competition, published on the web-site of the Ministry of the Education, University and Research www.miur.it.
Other degrees/diplomas (level 6 European Qualification Framework EQF) will be considered when matched with qualified professional experience in the sector of intervention.

II. Language:

- b. English both written and spoken: C1 European level.
- c. Italian, if not mother tongue, both written and spoken: C2 European level.

III. Experience and competencies:

- d. At least five (5) years post-graduate progressive experience in the field of legal/administrative/financial/procurement management in the framework of development programs or in the public and private sectors.
- e. Excellent knowledge of the Italian and European procurement procedures (PRAG).
- f. Excellent intercultural communication skills.
- g. Proficient computer skills including Microsoft programs, spread sheets, Email (Outlook) and internet.
- h. Be immediately available to hold the appointment.

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

- Experience in managing EU Delegation Agreements.
- Previous responsibility overseeing procurement activities.
- Post-graduate degrees (Master-Doctorate) in legal and administrative subjects.
- Specialised courses in international cooperation.
- Previous experience in the Region.

3. EVALUATION OF APPLICATIONS

The selection will be conducted by an Evaluation Commission, appointed by the AICS Head of Office, 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 submitted by the candidate, with reference to academic titles and professional experience.

Candidates scoring **at least 40 points** will be included in the shortlist and will be invited for an interview.

Interview (Max 30 points)

The interview will be carried out through audio/video connection (e.g. Skype), or at the premises of the Italian Agency for Development Cooperation in Khartoum.

English competencies, communication skills and PRAG knowledge will be verified during the interview.

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

Candidates scoring at least 60 points at the end of the process will be included in a final list of endorsed candidates valid till the end of the program.

Youngest candidates will be preferred in case of a final equal score.

4. 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 attached form Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445), indicating:

- a. Surname, name, date, and place of birth.
- b. Residence.
- c. Citizenship.
- d. Only for Italian citizen specify the name of the municipality where the applicant is registered for the electoral roll.
- e. Absence of conviction for any criminal offence or of any criminal process pending.
- f. No involvement in current legal or penal action for crimes against Public Administration.
- g. Studies certificates indicating the dates of issue and the names of Academic Institutions.
- h. Fully possession of political and civil rights.
- l. Not having been dismissed for fault from employment by a Public Administration office.
- m. Statement of Fitness for Work

Any false declaration will incur penal sanctions according to article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application shall also include:

1. Signed motivation letter in English.
2. Copy of valid Passport.
3. Signed Curriculum vitae and language passport in English (Europass format).
4. Signed declaration to be immediately available to hold the appointment

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 pm (noon Central European time) on November 20th 2019** at the following email address: recruitment.sudan@aics.gov.it .

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number: **13/SDN13/2019**.

5. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- i. Application without all documents listed at point 4. of this announcement;
- ii. Applications without essential requirements a, b, c, d, e, f at point 2. of this announcement;
- iii. Application not signed;
- iv. Application received after the deadline stated in this announcement.

6. RESULTS OF THE SELECTION

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

7. PROTECTION OF PRIVACY

The candidates will give their consent to the use of their personal data for this selection process (GDPR 2016/679; Italian D.Lgs 196/2003 – for the parts compatible or not regulated by the European Regulation; Italian D.Lgs 101/2018).

8. PROTECTION CLAUSE

At any stage of the selection process, the Italian Cooperation Agency in Khartoum has the right at its own complete discretion to terminate the recruitment process.

Khartoum, October 30th 2019



AICS Khartoum Head of Office
Vincenzo Bacalbuto

A handwritten signature in blue ink, appearing to read "Vincenzo Bacalbuto", is written over the printed name.