



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

'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. 15/SDN13/2019**

PROCUREMENT/LOGISTIC OFFICER

The Italian Agency for Development Cooperation – Khartoum Office intends to recruit a **Procurement/logistic Officer** 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: 12.01.2020, 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 6.300,00 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 Procurement/Logistic Officer will have a support role in the procurement aspects of the Programme's Implementation. He/she will report to the Program Legal/Administrative/Financial Manager and Programme Technical Coordinator and he/she will be under the supervision of The Head of Office and will work in close coordination with the administrative office.

He/she will be responsible for logistics operations including planning, coordination of incoming shipments, warehousing, in-country transport, establishment of logistics hubs and distribution.

In particular, the Procurement/Logistic Officer will be directly responsible for:

- Establishing and implementing the procurement plan.
- Organising and preparing all calls for tenders and calls for proposals in compliance with the Italian Procurement Law, as well as the Practical Guide to Contract Procedures for EU External Actions (PRAG).
- Defining Terms of Reference of tenders and calls for proposals in collaboration with the technical experts.
- Supporting the evaluation commission in the award process for tenders.
- Preparing any documentation related to contracts and agreements.
- Ensuring the correct implementation of all contracts and agreements.
- Ensures service provider performance including use of key performance indicators.
- Participate in programme planning and advises on logistics considerations.
- Ensure appropriate processes and systems are in place to ensure efficiency of the logistics operations (e.g. customs clearance, transport requests, receipt and dispatch of goods).
- Establishes and maintains logistics plans and delivery plans further to supply availability plans. Coordinates with State offices as might be required.
- Establishes routing and scheduling plans for in country distribution. Coordinates shipment planning with State offices.
- Raises logistics bottlenecks to supervisor for prioritisation.
- Ensure regular and timely transmission of pipeline, logistics monitoring information, stock levels and distribution status to programmes and logistics focal point at national level.
- Conducts special management reviews and/or follow-up on audit observations to assist in the improvement of office procedures and practices related to logistics.
- Any other duty as might be required by the supervisor.

2. REQUIREMENTS

Essential requirements

I. Education:

- a. University degree (level 7 European Qualification Framework EQF) in Supply Chain Management, Business Administration, Management, International Economics, Engineering, International Development, Contract/Commercial Law, or areas directly related to logistics operations.

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 6/5 European Qualification Framework EQF) will be considered when matched with highly qualified professional experience required by the position.

II. Language:

- b. English both written and spoken (C1 European level).
- c. Italian, if not mother tongue, at C1 European level, both written and spoken.
- d. Arabic at B2 European level, both written and spoken.

III. Experience and competencies:

- e. Minimum 4 years of relevant professional experience (post-graduation) in supply chain management, procurement, contracting or logistics and administrative sectors in the framework of development programmes.
- f. Excellent knowledge of the Italian and European procurement procedures (PRAG).
- g. Excellent intercultural communication skills.
- h. Proficient computer skills including Microsoft programs, spread sheets, Email (Outlook) and internet.

The following preferred requirements will also be taken into consideration:

- post-graduation degrees (Master-Doctorate) in administrative/business/procurement/logistic subjects.
- Experience to operate in limited resources and hard to reach environments.
- Previous experience in the Country indicated in this vacancy
- Being immediately available to hold the appointment

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 – Annex I (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. Italian citizen only: specify the name of the municipality where the applicant is registered for the electoral roll or AIRE residence;
- e. Fully enjoy political and civil rights
- f. Statement of fitness for Work
- g. Not having received, in the three years preceding the expiry date of this notice, a poor performance evaluation in the context of contracts signed with AICS offices;

- h. Not being subjected to legal actions related to the application of preventive, administrative and civil law measures recorded in criminal records, in Italy or abroad;
 - i. Not having been convicted of any criminal offence and not having pending criminal or accounting proceedings, in Italy and abroad;
 - l. Not having been relieved, suspended or dismissed from any employment relationship with a Public Administration, in Italy or abroad;
 - m. Academic certificates indicating the dates of issue and the names of Institutions.
- 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 December 31st 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: **15/SDN13/2019**.

5. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered and the candidates will be

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

Candidates excluded from the selection process will be notified.

6. RESULTS OF THE SELECTION

Candidates' ranking will be published on AICS Rome and AICS Khartoum website.

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, 1st December 2019

AICS Khartoum Head of Office
Vincenzo Raccaluto



LEGALLY BINDING STATEMENT

(Art. 47 Italian D.P.R. 28 December 2000, n. 445)

I,, born in on, citizen resident in,

aware that any false declaration will incur on penal sanctions according to article 76 of Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented

with regards to the VACANCY ANNOUNCEMENT (15/SDN13/2019 – Procurement/logistic Officer)

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HEREBY DECLARE TO:

- a) Be medically fit for employment;
- b) fully enjoy political and civil rights;
- c) Not having received, in the three years preceding the expiry date of this notice, a poor performance evaluation in the context of contracts signed with AICS offices;
- d) Not being subjected to legal actions related to the application of preventive, administrative and civil law measures recorded in criminal records, in Italy or abroad;
- e) not having been convicted for any criminal offence and not having pending criminal or accounting proceedings, in Italy and abroad;
- f) Not having been relieved, suspended or dismissed from any employment relationship with a Public Administration, in Italy or abroad;
- g) not having any professional activity incompatible in terms of capacity and timing with this assignment;
- h) not being in a situation of conflict of interest and to commit to inform AICS of any change in this situation;
- i) Have received a Degree in from on

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.

l. Not having been dispensed, lapsed or dismissed from any employment relationship with a Public Administration, in Italy or abroad.

Date,

Signature

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