



“Dictorna:Family Medicine in the States of Red Sea, Kassala and Khartoum”

VACANCY ANNOUNCEMENT NO. 01/AID11188/2020

LIASON OFFICER/PROJECT ASSISTANT

The Italian Agency for Development Cooperation – Khartoum Office intends to recruit a **Project Assistant** in the framework of “DICTORNA-AID11188 (hereafter referred to as “the Program”).

The contract duration will be up to the end of the Program (12 months), including three-months of probation period. The contract is renewable subject to Program’s needs, availability of funds and satisfactory performance.

PROGRAM DESCRIPTION

The DICTORNA [AID 11188] project, financed through the bilateral channel, is part of the 2017-2019 programming of AICS Khartoum aiming at the establishment of a family health system in the States of Red Sea, Kassala, and Khartoum. The program strives to ameliorate SDGs no. 3, 4 and 5 encompassing interventions aimed at the improvement of the overall health conditions of the population in the targeted areas by enhancing the capacity of the National Health Service, and in particular by improving the functional and operational skills of the PHC system.

Main scope of the initiative is to:

- 1) Provide technical assistance**, aimed at the inclusion of Family medicine at PHC level in the Sudanese regulatory framework, both at Federal and State level, and the strengthening of the national health insurance system (NHIF).
- 2) Provide specialist training of doctors and other health personnel in Family Medicine**, to be included into the health system at central and peripheral levels.
- 3) Ensure the functional rehabilitation of Health Centers (PHC level)**, until now four in Khartoum and three in the other States (at least one in each State) as pilot centers according to a model that that fully comply with the functional and organizational standard of a family center.

Expected start of employment: 01.04.2020, if the selection process is completed.

Duty station: Khartoum with duty travels in the areas of intervention

Remuneration: maximum Euro 800 gross/monthly (including allowance, workmen’s compensation, 17% of NSIF paid by the employer)



1. KEY FUNCTIONS

The Project Assistant is responsible for assisting the projects' staff in the overall management of activities and he/she will be directly responsible for:

- Assist the project's staff, operationally and procedurally, in the drafting of procurements' procedures needed for the implementation of activities in accordance with the relevant Italian law on public procurements as well as the Practical Guide to Contractual Procedures for EU External Actions (PRAG);
- Support the project staff in the drafting of project's reports, studies, evaluations and any relevant script which will be required during the implementation of the program;
- Ensuring monitoring of the project's activities, developing matrixes and tools to be used to confirm a timely follow-up;
- Translating documents (such as letters and agreements) from Arabic into English and vice versa
- Drafting of meeting *minutes* in English;
- Ensure the correct archiving of the program documentation both in hard copy and in electronic format;
- Support the Programme Manager in the communication with the local authorities and communities, interpreting and translating from Arabic to English and vice versa when needed;
- Coordinate with the Administrative Department for the preparation of Project reports;
- Perform field visits in the localities of implementation in coordination with the project's staff and the relevant local authorities;
- Undertake other duties and assist as required by the Programme Manager and the Head of AICS Khartoum.

2. REQUIREMENTS

Essential requirements

Sudanese Nationality

I. Education:

Bachelor degree in Business Administration



II. Language:

- a. English both written and spoken: C1 European level.
- b. Arabic, if not mother tongue, C2 European Level
- c. Italian, if not mother tongue, both written and spoken, B1 European level.

III. Experience and competencies:

- d. Minimum two (2) years' previous experience with international organizations and/or governmental and non-governmental bodies, including CSOs and Local authorities
- e. Minimum one (1) year experience in public health interventions in humanitarian contexts.
- f. Excellent intercultural communication skills.
- g. Computer literacy (MS Office packages, spread sheets, Email/Outlook and internet).

The following preferred requirements will also be taken into consideration:

- Courses and advanced certificate in PCM, International cooperation and humanitarian delivery standards and practices, monitoring and evaluation
- Previous experience in assisting programs
- Previous experience with the Italian and European procurement procedures (PRAG)
- Specialised courses in international cooperation
- Previous experience in data collection, analysis and elaboration
- Be 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 in the email subject or on the envelope. The application shall be written in English and include a self-declaration pursuant art. 46 and 47 of Italian Decree (DPR 455/2000), indicating:

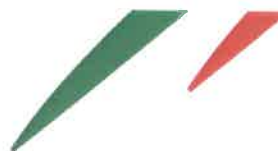
- a. Family name, name, date, and place of birth.
- b. Residence.
- c. Citizenship.
- d. enjoyment of civil and political rights;
- e. Fully enjoy political and civil rights
- f. absence of any criminal conviction or precautionary measures and criminal or fiscal/auditing legal proceedings in Italy and 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.

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
5. Copy of a valid Passport/ID

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 deadline for the application submission is 12.00 on 15th March 2020. The application 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 application and all attachments should be delivered/sent in a closed envelope to Italian Agency for Cooperation and Development (AICS), Al Amarat, street 22, Khartoum or through email at the following email address: recruitment.sudan@aics.gov.it.

We encourage applicants to submit the application well before the deadline date.

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** 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

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

7. PROTECTION CLAUSE

AICS Khartoum reserves itself the right to withdraw the vacancy announcement for justified organizational and financial reasons.

Khartoum, February 24th 2020

AICS Khartoum Head of Office
Vincenzo Rocalbuto



