



JOB ANNOUNCEMENT  
**DRIVER**  
Ref: 10017/01/20

The Italian Agency for Development and Cooperation (AICS) in Sudan, in the framework of the program “Poverty Alleviation Project for Kassala and Red Sea States” promotes a selection for the above-mentioned position.

<i>Brief description</i>	DRIVER
<i>Duty station</i>	Khartoum
<i>Contract duration</i>	12 months with 2 months’ probation
<i>Salary</i>	570 monthly/gross
<i>Contract start</i>	15 <sup>th</sup> November 2020
<i>Deadline for application</i>	<b>12:00 (GMT +2) on the 1<sup>st</sup> of November 2020</b>

### 1. MAIN DUTIES AND RESPONSABILITIES

The candidate is requested to work under the supervision of the Program Technical Coordinator, showing excellent communication skills, total reliability, punctuality, and ability to learn detailed procedures and adhere to them.

- Drive fleet vehicles for the transportation of authorized personnel and the delivery/collection of mail, documents, cargo, pouches and other items.
- Ensure that the assigned vehicle is clean and roadworthy, producing paperwork as necessary.
- Fill in the log book for all journeys
- Responsible for day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires, headlights, perform minor repairs and arrange for other repairs through management.
- Keep a record of use of vehicle, daily mileage, gas consumption, oil changes, greasing and other services

### 2 PROFESSIONAL REQUIREMENTS

#### *Essential requirements*

- At least three (3) years of relevant and provable experience as driver
- Good English, written and spoken
- Valid driving license



- Age under 60 years' old
- Excellent Arabic (written and spoken)
- Updated eye examination
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions, and defensive driving skills;
- Skill in minor vehicle repairs;
- Completion of secondary education is required

*Preferential requirements*

- Previous experience working in the field of development with INGOs, UN agencies or Cooperation agencies
- Previous experience working in Eastern Sudan

*Qualified women candidates are highly encouraged to apply.*

### 3 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).

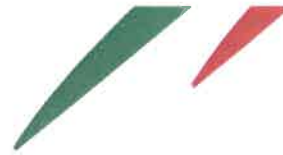
No reimbursement will be granted to those traveling to Khartoum for the interview.

### 4 HOW TO APPLY

The applicants must submit a **written and signed declaration** (Annex 1) to be admitted to the selection procedure.

The applicant must attach to the application request the following **signed** documents:

- updated CV in English



- cover letter 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 **29<sup>th</sup> of October 2020**.

**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:

- Via email at [recruitment.aics@coopitsudan.org](mailto:recruitment.aics@coopitsudan.org) mentioning in the subject the vacancy number: **DRIVER. 10017/01/20** or
- In closed envelope to Italian Agency for Development Cooperation, AICS, Kassala Office, Aldereja block 11, house 150, Khartoum. Please mark the outside of the envelope with “**DRIVER 10017/01/20**”.

## 5 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) Application received after the deadline stated in this announcement.

## 6 RESULTS OF THE SELECTION

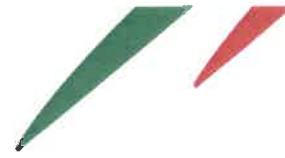
Only the short-listed candidates will be informed of the results of the selection process.

## 7 PROTECTION CLAUSE

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

Khartoum, 14<sup>th</sup> October 2020





**Annex 1**

I, the undersigned \_\_\_\_\_ born  
in \_\_\_\_\_ on (dd/mm/yyyy) \_\_\_\_\_  
\_\_\_\_\_ citizen  
and resident in (city) \_\_\_\_\_ (address)  
identified by the ID number no. \_\_\_\_\_  
with reference to the vacancy announcement 10017/2020/01

hereby STATE

that the I am fit for work;

that there are no criminal cases pending against me and/or am I presently subject to an investigation for a criminal offence in any country;

that I hold a regular permit of stay in Sudan, issued on and valid until \_\_\_\_\_ (only for not Sudanese citizens)

that I completed secondary education at the following school:

that I can be contacted at the following phone no. \_\_\_\_\_ and email \_\_\_\_\_;

that my experience as driver is indicated below and an appropriate service certificate signed by the employer will be provided for each period:

Employer	Main tasks	Period of service		Motivation of Termination
		From date' (dd/mm/yyyy)	To date (dd/mm/yyyy)	

I, the undersigned declares that all information indicated above are true and accurate and that I am aware of the liabilities applied in case of false declarations.

Date \_\_\_\_\_

Signature \_\_\_\_\_