



Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population (HealthPro) in al Fasher and Nyala – North and South Darfur States"-  
T05-EUTF-HOA-SD-73-01  
CUP H82C19000120005

## PROFESSIONAL VACANCY ANNOUNCEMENT NO. HealthPRO 03/2020

### PROCUREMENT, FINANCE AND ADMINISTRATIVE OFFICER

The Italian Agency for Development Cooperation (AICS) – Khartoum office, intends to recruit a Procurement, finance and Administrative Officer, in the framework of “Action T05-EUTF-HOA-SDN-73-01 "Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population (HealthPro) in Al Fasher and Nyala - North and South Darfur States" (hereafter referred to as “the Program”), financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS).

The contract will be of 12 months renewable up to the end to the Project (26th of June 2023), including a two-months’ probation period.

#### PROGRAM DESCRIPTION

The programme, “Health PRO” is based on EU Trust Fund objective (2) strengthening resilience of most vulnerable communities.

It aims to provide accessible high quality PHC services in the suburban IDP residential areas (ex-camps) of Nyala and Al Fasher town, with a EU Humanitarian Development and Peace Nexus approach, shifting from emergency/humanitarian to development interventions.

Main scope of the initiative is to improve SMOH and Locality Administration governance and their capacity to administer and manage the health system according to the WHO 6 Health System pillars and ensure universal PHC service accessibility.

The main areas of intervention are:

1. Strengthening the Public Health System to improve health service accessibility for host communities and IDPs
2. Capacity building of human resources for health,
3. Improving the quality of the PHC facilities and availability of drugs and supplies,
4. Enhancing access and quality of the “Basic Package of Health Services”, Reproductive Health and Nutrition Services to the served population;
5. Increasing the level of integration of care at community level through community involvement and awareness raising on health risks practices and behaviours;

**Expected start of employment:** at the end of the selection process.

**Duty station:** Khartoum and possible duty travels in the other areas of intervention.

**Remuneration:** Euro 5.000 net/monthly

The **Procurement and Finance Administrative Officer** will have a support role in the procurement and administrative aspects of the Programme’s Implementation. He/she will report to the Programme Team Leader and he/she will be under the supervision of The Ambassador.

#### 1. KEY FUNCTIONS

The **Procurement and Finance Administrative Officer** will have a supportive role to the functions of the AICS Khartoum Head of Office regarding the legal and financial management of the Project and procurement aspects of the Action.

He/she will report to the Program Technical Coordinator and will be accountable to AICS Head of Office.

- A) As **Procurement Officer**, he/she will work in close coordination with the administrative office of AICS Khartoum.

In particular, the Procurement 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.
- Performing other duties as required by the implementation of the Action.

B) As **Finance Administrative Officer**, he/she will be in charge of the planning, implementation and reporting of the financial budget of the Programme in collaboration with the Team Leader and AICS Khartoum administrative Office.

In particular, the **Finance Administrative Officer** will be directly responsible for:

- Ensuring the correct administrative implementation of the Programme.
- Ensuring the financial management of the EU funds and the accounting operations.
- Preparing the intermediate and final financial reports.
- Preparing the financial statements of Programme expenditure for the annual "Declaration of Management".
- Preparing the payment requests to submit to the EU Delegation and any documentation regarding disbursement and internal funds transactions.
- Supporting the Programme Team Leader during the auditing conducted by the European Commission and AICS.
- Verifying the quality of financial and accounting documentation provided by Grant Beneficiaries in their financial reports about expenditures eligibility and coherence to ToR, procedures compliance to AICS requirements and regulation, admissibility for EU Auditing requirements and administrative obligations.

## 2. REQUIREMENTS

### **Education:**

- a) University degree (level 7 European Qualification Framework EQF) in Business and Administration, Economics.

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](http://www.miur.it).

Other degrees/diplomas (level 6/5 European Qualification Framework EQF) and/or in different fields will be considered when matched with qualified professional experience in administration and procurement in the Humanitarian and Cooperation field.

**Language:**

- b) English both written and spoken (C1 European level).  
c) Italian, if not mother tongue, at A2 European level both written and spoken.

**Experience and competencies:**

- d) Minimum 3 years of relevant professional experience (post-graduation) in the legal and administrative sectors in the framework of development programmes.  
e) Excellent knowledge of Italian and European procurement procedures (PRAG)  
f) Proficient in using computers including Microsoft programs, spread sheets, Email (Outlook) and internet

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

- Experience in management EU Delegation Agreement
- Previous responsibility for procurement procedures.
- Post-graduate degrees (Master-Doctorate) in legal and administrative subjects.
- Specialised courses in international cooperation/procurement/administration.
- Experience in management of EU funds.
- Previous experience in the Country/Region indicated in this vacancy.

### **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 particular 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 AICS office in Khartoum.

English competencies and communication skills 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.
- i. Not having being dismissed for fault from employment by a Public Administration office.

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).

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 (Central European time) on the 22<sup>th</sup> December 2020** at the following email address: [recruitment.sudan@aics.gov.it](mailto: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.

#### **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 unambiguous consent to the use of their personal data for the purpose of this selection process (Italian D. Lgs. 196/2003).

#### **8. PROTECTION CLAUSE**

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

Khartoum , 22 November 2020

AICS Khartoum Head of Office  
Vincenzo Raccaluto

