



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 02n/2021

SECRETARY/ADMINISTRATIVE ASSISTANT

Profile: Secretary/administrative assistant.

Program: “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.

Applicable regulations:

Resolution of the Joint Committee of 19 November 2019 n. 101 “Criteria and methods for the selection of personnel not belonging to the Public Administration to be hired with a fixed-term private law contract ruled by the local law with reference to article 11 .1 c) AICS statute”.

The Italian Agency for Development Cooperation (AICS) – Khartoum office, intends to recruit a **Secretary/administrative assistant** in the framework of the Program “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 (hereafter referred to as “the Program”), financed by the European Union and executed by AICS Khartoum.

PROGRAMME DESCRIPTION

AICS is implementing a 3 year project “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 funded by the European Union and aiming at Strengthening the Health System in South and North Darfur States and particularly to provide accessible high quality PHC services in the suburban IDP residential areas (ex-camps) of Nyala and Nyala town.

TERMS OF REFERENCE

Professional position required: Secretary/administrative assistant

Duty station: Nyala.

Duration: The contract is including a three-month probation period and will last up to the end of the project, with no derogations on duration terms either extensions. Contract duration might be subject to project funds availability.

Expected start of employment: June 2021 and/or within one month of the publication of the ranking list.

Remuneration: Euro 564 net monthly salary

Prohibition to engage in other activities: The selected candidate must not be in a situation of conflict, even potential, of interests that undermine the impartial exercise of the functions, as provided for in Article 53 of Legislative Decree no. 165 of 2001, referred to in Law No. 190 of 2012 and by the Code of Ethics and Conduct of AICS.

The contract implies an exclusivity clause and the employee won't be allowed to carry out any other business/activity that could be in conflict with duties and ToR during the contract period.

The Administration reserves the right to verify, under penalty of exclusion and contract termination, the exclusivity clause compliance..

1. KEY FUNCTIONS

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.

In particular, the Secretary/administrative assistant will:

- Ensure all receptionist functions for visitors and telephone calls;
- Collect and keep record of notes, messages, letters, communications;
- Support Project Officers to schedule appointments and arrange meetings;
- Prepare and/or translate all internal documents such as official letters, internal notes, quotations, receipts and commercial documents;
- Assist project staff and international consultant for logistic arrangements, travel reservations, travel permits or any official requested documentation;
- Keep informed Project Coordinator and Project Officer about office details and management of problems;
- In collaboration with the Project Officer ensure the good management of human resources working at the office, securing the smooth running of the Italian Cooperation Office in an atmosphere of teamwork;

Administrative Tasks:

- Keep Office accountability record and ensure compliance with standard AICS administrative procedures;
- Maintain the archive updated classifying the documentation of the projects;
- Maintain confidentiality of documents and information received;
- Ensure the good care and general maintenance of office supplies (e.g. IT equipment, photocopier);
- Support Project officer in the daily management and administration of office premises (e.g. regular payment of services as water/electricity/internet bills);
- Support Project Officer in payments, bank procedures and equipment procurement/transport matters (e.g. delivery notes, clearance/stoking);

2. REQUIREMENTS

2.1 Essential requirements

Candidates will be considered eligible for selection on the basis of the following essential requirements, to be fulfilled by the deadline for applications:

- Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years), or by Italian regulations (ref. Law 398/87) for candidates' subject to the Italian social security system (67 years);
- Medically fit for employment;
- A degree in computer science, political science, economics, public relations or similar areas;
- At least two (2) years of relevant experience as secretary/translator;
- Good knowledge of spoken and written English;
- Good knowledge of Arabic (oral and written);
- Good knowledge of the office package software (**excel, word, PowerPoint**);
- Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Khartoum

2.2 Preferred requirements

- At least two (2) years experience working in the field of development with INGOs, UN agencies or Cooperation agencies;
- Human resources management and archive-protocol management experience;
- Knowledge of Italian language;

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Professional experiences indicated in the curriculum vitae are accounted only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research, or studies must be provided in the application. Upon request, candidates must be able to provide supporting documentation clearly indicating the duration and nature of those experiences.

3. HOW TO APPLY

The submission of the application, duly signed, should indicate the vacancy announcement code. The application shall be written in English and include:

1. **Legally Binding Statement** (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445), as per the attached template, declaring:
 - a) Surname, name, date and place of birth;
 - b) Residence;
 - c) Age not exceeding (at the time of signing the contract) that required for retirement by local regulation (60 years), or by Italian regulation (ref. Law 398/87) for candidates' subject to the Italian social security system (67 years);
 - d) Citizenship;
 - e) Being medically fit for employment;
 - f) Full enjoyment of political and civil rights;

- g) Absence of convictions for any criminal offence and absence of any pending criminal and accounting offences both in Italy and abroad;
- h) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
- i) Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Khartoum;
- j) To have acquired the academic qualification required by the selection notice;
- k) To have acquired the professional experience required by the selection notice;
- l) To have a written and spoken knowledge of English language, at least level C1 of the Common European Framework of Reference for Languages;
- m) To have knowledge and consistent effective use of the main Microsoft Office applications;

Any false declaration will incur penal sanctions according to article 76 of Italian D.P.R. 28.12.2000, n. 445. as subsequently amended and supplemented, facing immediate termination of employment and loss of any wrongfully obtained benefit.

The application shall also include:

- 2. **Signed** motivation letter in English;
- 3. Copy of valid ID;
- 4. **Signed** Curriculum vitae in English;

The applicant should also provide a telephone number for communications. The applicant must communicate any changes occurring after the submission of the application for this vacancy.

The applications, duly dated and signed, should be submitted in non-modifiable pdf format to the following email address: recruitment.sudan@aics.gov.it by **June 6th 2021 at 12:00 (Khartoum time)**:

- in non-modifiable pdf format to the following email address: recruitment.sudan@aics.gov.it. The subject of the email must contain the vacancy announcement Code **HealthPRO 02n/2021**.

Please note that only complete applications received within the deadline will be accepted and considered.

4. EXCLUSION FROM SELECTION PROCEDURES

The following will determine exclusion from the selection procedure:

- a) Applications lacking any of the essential eligibility requirements;
- b) Applications received after the deadline stated in this announcement and not following terms and modality set out in the present announcement;
- c) Application documents not signed.

5. EVALUATION OF APPLICATIONS

Once the terms of validity of the notice have elapsed, the head of AICS office in Khartoum assesses the admissibility of the applications regarding the presence of the essential requirements and the absence of causes for exclusion. The exclusion is communicated to the candidates concerned.

Subsequently, a recruitment commission of three members appointed according to art. 2 of the document approved by the *Delibera* n.101 of the Joint Committee n.101 evaluates the merits of applications by assigning a maximum overall score of 100 points according to the following criteria:

QUALIFICATIONS (Max 70 points)

- Additional academic titles than the obligatory one: up to 10 points;
- Language skills: up to 10 points;
- Professional experience: up to 40 points;
- Other qualifications of professional skills: up to 10 points.

INTERVIEW (Max 30 points)

Candidates who score at least 40 points, in the assessment of qualifications, are invited for an interview. A maximum score of 30 points can be attributed. The interview will be carried out at the premises of the Italian Agency for Development Cooperation in Nyala or Khartoum.

The interview shall be held in the languages indicated in the vacancy announcement and shall assess also with practical tests, the applicant's knowledge and experience, languages skills, his or her ability to carry out the position and any other skills deemed necessary to assess the candidate's profile in relation to the post to be filled.

The invitation for an interview will be communicated by telephone to the number indicated by the candidate in the application. Applicants are not entitled to reimbursement of any costs incurred in connection with the interview.

Following the interview process, a list of candidates is drawn which includes only candidates with an overall score above 60% of the maximum attributable points (60 points).

6. RESULTS OF THE SELECTION

The candidate with the highest score in the ranking list is declared the winner. He/she is informed by email or any other appropriate means.

The ranking list remains valid for one year and can be extended for 1 additional year whenever deemed necessary for the implementation of the initiative. In case of a decline by the winning candidate or an early termination of the contract, AICS may assign the position to the next candidate in the ranking list

In the event of equal scoring, the youngest either female candidate will be preferred.

The ranking list is published on AICS and AICS Khartoum Office website.

In the employment contract between AICS Khartoum and the candidate - selected through the recruitment procedure – both parties can – in the presence of a just cause or a fact of such gravity that does not allow the continuation, not even provisional, of the employment relationship - withdraw from the contract.

In any case, the employee may withdraw from the contract with a 6 months' notice.

The employment contract foreseen the signature of the Italian Agency for Development Cooperation Code of Ethics and Behaviour of staff by the employee according to art. 11, comma 1, let. C) of the Ministry Decree n. 113 July 22nd 2015

7. PROTECTION OF PRIVACY

The submission of applications by a candidate implies consent to the use of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and for the purpose of the selection process.

The data processor is the head of AICS Khartoum.

8. PROTECTION CLAUSE

At any stage of the selection process, AICS has the right at its complete discretion to terminate the recruitment process for organisational or financial needs

9. TRANSPARENCY

This vacancy announcement is published on AICS Rome and AICS Khartoum.

Khartoum, 16 May 2021



**AICS Khartoum Head of Office
Vincenzo Racialbuto**