

## PROFESSIONAL VACANCY ANNOUNCEMENT No. 1 DRIVER INLAB /01/2021

### DRIVER

**Profile:** Driver

**Program:** "INLAB – Economic empowerment and Integration of Persons with Disabilities to the Job Market".

**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 Driver in the framework of the "INLAB – Economic empowerment and Integration of Persons with Disabilities to the Job Market" in Khartoum (hereafter referred to as "the Program"), financed and executed by AICS Khartoum.

### PROGRAMME DESCRIPTION

The Program, implemented by AICS, targets persons with disabilities, which represent one of the most exposed and vulnerable group to the economic and social situation. The initiative aims to support the authorities in improving the living conditions of persons with disabilities by promoting their economic empowerment and access to work, as essential determinant of social inclusion.

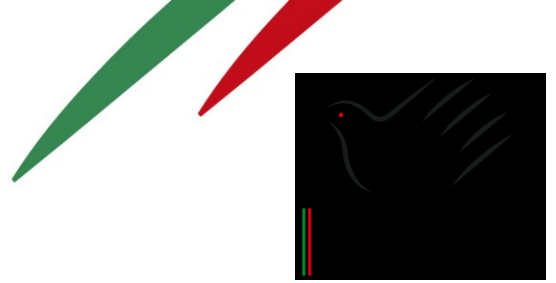
The initiative, includes four levels of interventions: (a) technical assistance and capacity building to the institutions for the development and implementation of inclusive public policies, especially in the job market sector; (b) Safety-nets approach, economic support to persons with disabilities – especially youth and women – to boost entrepreneurship, professional trainings and support to access to work; (c) empowerment of civil society organizations and organizations of persons with disabilities to strength their network. (d) Research component including policy-gap assessment and job market analysis in order to assess the strategic sector to employ persons with disabilities.

### TERMS OF REFERENCE

**Duty station:** Khartoum

**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 extension. Contract duration might be subject to project funds availability.

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



**Remuneration:** Euro 600 salary.

**Prohibition to engage in other activities:** The selected candidate must not be in a situation of conflict, even potential, of interests that undermine 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 commitment and competence as driver, reliability, punctuality and adherence to AICS internal regulations and rules of conduct.

In particular, the Driver will:

- Drive fleet vehicles for the transportation of authorized personnel and the delivery/collection of mail, documents, cargo, parcels and other items, respecting all traffic rules and security procedures, especially regarding the safety of the passengers;
- Ensure that the assigned vehicle is clean and roadworthy;
- To fill the vehicle log book in all its parts;
- Verify the correct insurance of the vehicles, inform on deadlines;
- Inform on necessity of periodical services or extraordinary reparations;
- 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 that need professional intervention;
- Keep a record of use of vehicle, daily mileage, gas consumption, oil changes, greasing and other services;

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



- Native or Fluent Arabic (written and spoken);
- Good knowledge of English language
- Driving license and good knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions, and safety driving skills;
- Skill in minor vehicle repairs;
- 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;

## **2.2 Preferred requirements**

- High School Diploma;
- Working experience as driver in development cooperation (international agencies or NGOs);
- Ability to administer First Aid;
- Previous working experience as car mechanic or electrician;
- Knowledge of Italian language;

Qualified women candidates are highly encouraged to apply.

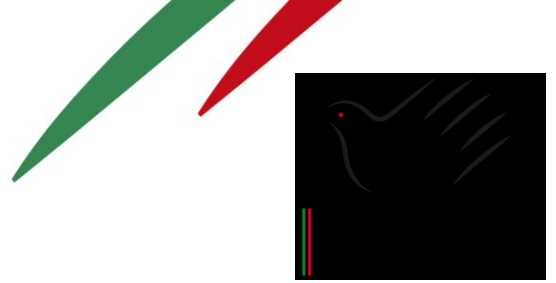
Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, or studies must be provided in the application according to the legal binding statement. 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 number of 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 a written and spoken knowledge of English language;
- k) To have acquired professional experience as a driver as indicated in the attached Statement and to be able to provide an appropriate service certificate signed by the employer for each period.

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:

1. Copy of valid driving license;
2. Copy of a valid ID;
3. **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 by **7.10.2021** at 12:00 (Khartoum time):

- in non-modifiable pdf format to the following email address: [recruitment.sudan@aics.gov.it](mailto:recruitment.sudan@aics.gov.it). The subject of the email must contain the vacancy announcement **INLAB/01/2021**

Or:

- In closed envelope to **Italian Development Cooperation Office, Street 33, Al Amarat – Khartoum – Sudan Khartoum.**  
Please mark the outside of the envelope with **DRIVER INLAB/01/2021**

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

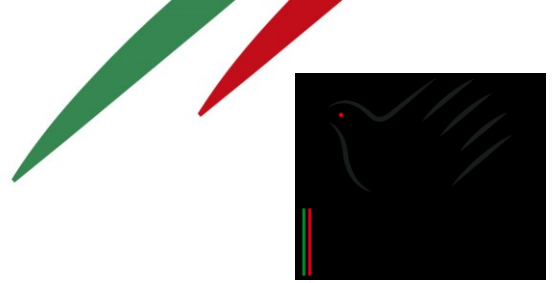
For the applications sent by mail or courier, the postmark date will serve as a proof (applications sent before the time limit, but received after 5 days from the deadline will not be accepted).

#### **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)**

- Language and communication skills: up to 20 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 and practical test. 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 Khartoum.

The interview and practical test shall be held in the languages indicated in the vacancy announcement and shall assess 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 (good driving skills and defensive attitude, good knowledge and competence in basic mechanics and vehicles maintenance procedures).

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.



The employment contract foreseen the signature of the Italian Agency for Development Cooperation Code of Ethics and Behavior 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 organizational or financial needs.

## **9. TRANSPARENCY**

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

Khartoum, 22 September 2021

**AICS Khartoum Head of Office  
Michele Morana**