

**PROFESSIONAL VACANCY ANNOUNCEMENT N. 11113/07/2021  
PROJECT OFFICER**

**Vacancy Announcement Ref: 11113/07/2021**

**Profile:** Project Officer Red Sea State

**Program:** AID 11113 “TADMEEN – Social Inclusion, Human Capital Development and Protection of Vulnerable Groups within migrants, refugees and hosting communities”.

**Applicable regulations:**

Law. of 11 August 2014 n.125, entitled: “Disciplina generale sulla cooperazione internazionale per lo sviluppo”. The decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015 n. 113, regolamento recante “Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo” ed in particolare in capo terzo, articolo 11, comma 1, lettera c).

Resolution of the Joint Committee of 19 November 2019 n. 101 “Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale di cui all’articolo 11 comma 1 lettera c) dello Statuto AICS”.

**The Italian Agency for Development Cooperation – Khartoum office,**

open a vacancy in order to recruit a Project Officer in the Social Sector

**Professional Profile:** A qualified expert in Social Inclusion issues

**Duty Station :** Port Sudan and project operational sites in Red Sea State

**Type of Contract:** Contract of Employment for Carrying out a Particular Job under article 29/1 of the Labour Act, 1997

**Gross Annual Remuneration:** Euro 16.800

**PROGRAM DESCRIPTION**

The initiative aims to promote the social inclusion and development of human capital of marginalized and vulnerable groups within migrants and hosting communities in the States of Khartoum and Red Sea in Sudan. The program is focused on the promotion of human rights, socio-economic empowerment and equal access to public services of children at risk, women in difficult situations and persons with disabilities, by increasing their resilience through activities of poverty reduction, capacity building and awareness raising.

**1. KEY FUNCTIONS**

The candidate is requested to work under the supervision of the AICS Office in Khartoum, showing excellent communication skills, total reliability, punctuality, and ability to learn detailed procedures and adhere to them.

In particular, the assignment includes the following tasks:

- Provide support in technical assistance to the relevant Ministries counterparts of the program in the Red Sea State;
- Provide technical assistance to the CSOs and local NGOs in the implementation of the activities in the Red Sea State;
- Collaborate with the Program Coordinator for the activities follow-up in operational locations with periodic updates and travels;
- Integrate and mainstream all the components of the program (gender, child protection and people with disabilities) in Red Sea States;
- Contribute to boost the coordination mechanism of donors' actions in the social inclusion sector at the state level;
- Facilitate relations and information sharing with institutional counterparts, organize meetings for the Program Coordinator;
- Provide punctual written reports in English, according to the reporting timeframe established by the Program Coordinator;
- Promote the program at all levels and suggest ways to increase its visibility;
- Perform any other task required.

**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.

## 2. REQUIREMENTS

### **2.1 Essential requirements:**

- Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years);
- Master degree in Sociology, Political Science and/or Social Science or any related discipline with at least 2 years of professional experience. Alternatively, Bachelor degree in the same disciplines with at least 3 years of professional experience;
- English both written and spoken B2 European Level;
- Arabic, if not mother tongue C2 International Level;
- At least 3-year experience in development cooperation programs with focus on strengthening local authorities, CSOs and local NGOs;
- Good knowledge of main software tools (Microsoft Office above all);

## **2.2 Preferred requirements**

- Previous work experience with national or international stakeholders in charge of Social Protection policies;
- Previous experiences in AICS, International Agencies/INGOs or NGOs with international donors;

## **3. 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 a **Legally Binding Self-declaration**, (according to art. 46 and 47 of Italian D.P.R. 28.12.2000 n. 445), indicating:

- a) Surname, name, date and place of birth;
- b) Residence;
- c) Citizenship;
- d) Full enjoyment of political and civil rights;
- e) Absence of convictions for any criminal offence and absence of any pending criminal and accounting offences both in Italy and abroad;
- f) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;

Any false declaration will incur penal sanctions according to article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application shall be written in English and include:

- 1) Signed Curriculum vitae in Europass format and in English
- 2) Signed Motivation letter in English
- 3) Signed Legally Binding Self-declaration
- 4) Copy of valid passport/ID card

All documents need to be dated and signed by the applicant.

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 application and all attachments should be received, under penalty of exclusion, before **13:59** on the **28<sup>th</sup> December 2021** with the following modalities: **recruitment.sudan@aics.gov.it** mentioning in the subject the vacancy number: **11113/07/2021**

The subject of the email must contain the vacancy announcement number **11113/07/2021**

## **4. EXCLUSION FROM SELECTION PROCEDURES**

Applications containing the following defects will not be considered:

- a) Applications not compliant with all requirements described in this announcement;
- b) Applications received after the deadline stated in this announcement and not in accordance with the vacancy announcement instructions.
- c) Application 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 Khartoum.

The interview shall be held in the languages indicated in the vacancy announcement and might 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 22<sup>nd</sup> 2015.

## **7. PROTECTION OF THE 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, the Italian Cooperation Agency in Khartoum has the right at its own complete discretion to terminate the recruitment process.

## **9. TRANSPARENCY**

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

Khartoum, 09.12.2021

**AICS Khartoum Office**  
**Director**  
**Michele Morana**