

PROFESSIONAL VACANCY ANNOUNCEMENT No. 02_12303_2022_WERISE

LOGISTIC AND PROCUREMENT OFFICER

Vacancy announcement Ref: 02/12303/2022_WERISE

Profile: Logistic and Procurement Officer **Khartoum**

Program: T05-EUTF-HOA-SDN-96-02 "WE-RISE! Women's Empowerment for Resilience, Inclusion, Sustainability and Environment".

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".

Decree of the Director of the Italian Agency for Development Cooperation no. 28 of 05 February 2021.

The Italian Agency for Development Cooperation (AICS) – Khartoum office,

intends to recruit a Logistic and Procurement Officer (Expert Middle 4)

Professional Profile: Logistic and Procurement Officer

Duty station: Khartoum

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

Remuneration: salary, benefits and other conditions are offered in accordance with AICS rules and regulations. The remuneration corresponds to 43.567,00 EURO gross per year plus cost of living and risk allowance (Expert middle 4). The remuneration is subject to the fiscal residency of the applicant.

Contract duration: 12 months renewable up to the end of the project including two months of probation period

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

Objective of the assignment: the Procurement/logistic Officer will be an integral part of the AICS Khartoum Administrative and financial team. S/he will report directly to AICS Khartoum Director in coordination with Program Technical Coordinators and the Administrative and Finance office. He/she will be responsible for

logistics operations including planning, coordination of incoming shipments, warehousing, in-country transport, establishment of logistics hubs and distribution.

Job description:

The Procurement/logistic implements the following tasks:

- 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.
- Ensures service provider performance including use of key performance indicators.
- Participate in programme planning, and advises on logistics considerations.
- Ensure appropriate processes and systems are in place to ensure efficiency of the logistics operations (e.g. customs clearance, transport requests, receipt and dispatch of goods).
- Establishes and maintains logistics plans and delivery plans further to supply availability plans. Coordinates with State offices as might be required.
- Establishes routing and scheduling plans for in country distribution. Coordinates shipment planning with State offices.
- Raises logistics bottlenecks to supervisor for prioritisation.
- Ensure regular and timely transmission of pipeline, logistics monitoring information, stock levels and distribution status to programmes and logistics focal point at national level.
- Ensure the maintenance of AICS facilities and related equipment
- Supervise the supply of AICS office needs in accordance with the internal regulations and ensure a proper archiving of all related documents
- Manage efficiently AICS stocks (Regular inventory / Follow up / replenishment)
- Follow up the allocation of assets (Identification / Labelling, tracking, repairing of all equipment)
- Manage the vehicle fleet and optimize the related cost (cars maintenance / control of consumption)
- Ensure a proper planning of movements for all AICS staff (drivers duty shift / cars availability)
- Supervise and follow up the security services and ensure the guards will perform according to the AICS needs and rules.
- Conducts special management reviews and/or follow-up on audit observations to assist in the improvement of office procedures and practices related to logistics.

Prohibition to engage in other activities: The selected candidate must not have carried out, during the last three years, any business activity in the country of service, or 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 Administration reserves the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected candidate.

2. REQUIREMENTS

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

- a) 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);
- b) Being medically fit for employment;
- c) To have acquired the academic qualification required by the selection notice;
- d) To have acquired the professional experience required by the selection notice;
- e) excellent knowledge of English and Italian language;
- f) To have knowledge and consistent effective use of the main Microsoft Office applications.

The requirements set out in this Article shall be met throughout the duration of the contract.

2.1 Essential requirements

- A) University degree (level 7 European Qualification Framework EQF) in Supply Chain Management, Business Administration, Management, International Economics, Engineering, International Development, Contract/Commercial Law. 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. Other degrees/diplomas (level 6 European Qualification Framework EQF) will be considered if supported by a qualified professional experience in the sector of intervention of at least 5 years;
- B) At least nine (9) years post-graduate progressive experience in the logistic/procurement sector.
- C) Proficient computer skills including Microsoft programs, spread sheets, Email (Outlook) and internet
- D) To have a written and spoken knowledge of English language, at least level C1 of the Common European Framework of Reference for Languages.
- E) To have a written and spoken knowledge of Italian language, at least level C2 of the Common European Framework of Reference for Languages.
- F) 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

- Working experience with grants and tenders, and thorough knowledge of rules, regulations and procedures in use by the EU (e.g. reporting obligations; PRAG) in developing countries with international organizations, governmental and/or non-governmental.
- post-graduation degrees (Master-Doctorate) in administrative/ procurement/logistic
- Knowledge of Arabic
- Previous working experience with the Italian Cooperation (MAECI DGCS / AICS);
- Similar professional experience carried out in Arab-speaking countries.

3. HOW TO APPLY

3.1 In the application, drawn up in the form of a self-declaration of certification pursuant to the art. 46 and 47 of Presidential Decree no. 445 of 28.12.2000, candidates must declare under their own responsibility:

- 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. as subsequently amended and supplemented, facing immediate termination of employment and loss of any wrongfully obtained benefit.

3.2 The application shall also include:

- 1) Motivation letter in English dated and signed
- 2) Copy of valid passport/ID card
- 3) Curriculum vitae in Europass format and in English dated and signed including authorization to process personal data, with a precise time indication of the professional experience relevant to this notice, without overlapping
- 4) Self-declaration as per paragraph 3.1 dated and signed

The applicant should also provide a telephone number, a home address and an email 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 **13th February 2022 at 14:00 (KHARTOUM TIME)**.

The subject of the email must contain the vacancy announcement Code **02/12303/2022_WERISE**

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 through audio/video connection, or 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 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.

The invitation for an interview is sent by e-mail to the address 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 prepared including only candidates with an overall score of not less than 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. S/he is informed by email or any other appropriate means.

The ranking list remains valid for one year and can be extended for another year for motivated needs related to the implementation of the initiative. In case of a decline by the winning candidate or an early termination of the contract, the office reserves the right to appoint another candidate from the ranking list - if the necessary financial resources are available.

In the event of equal scoring, the youngest 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 processing of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and to their use 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.

January 27th 2022