



Funded by
the European Union

بتمويل من
الإتحاد الأوروبي



WE-RISE!

Women Empowerment for Resilience,
Inclusion, Sustainability and Environment
T05-EUTF-HOA-SDN-96-02

PROFESSIONAL VACANCY ANNOUNCEMENT N. WE-RISE! 01/12303/2022_WERISE

SECRETARY/ADMINISTRATIVE ASSISTANT

Vacancy announcement Ref: 01/12303/2022_WERISE

Profile: Secretary/Administrative Assistant **Gedaref State**

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 "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

Professional Profile: Secretary/Administrative Assistant - National

Duty station: Gedaref

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 9.600,00

Contract duration: 12 months renewable up to the end of the project

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

PROGRAM DESCRIPTION

The Program, jointly implemented by AICS and UN Women, is part of the special allocation 2019-2020 channeled under the European Union Emergency Trust Fund for stability and addressing root causes of irregular migration and displaced persons in Africa (EUTF) to support the democratic transition in Sudan. The Program aims at creating a conducive environment for the economic empowerment of women living in the most vulnerable situations in Khartoum, Kassala, Gedaref and Red Sea States through microfinance mechanisms, technical assistance for institutional and policy development, and cultural change, in a period of 36 months.

This specific objective will be achieved through microfinance interventions that have significant potential for contributing to women's economic and social empowerment (Result 1 - AICS component). Access to savings, new and dedicated credit lines can initiate or strengthen a series of interlinked and mutually reinforcing "power and saving capacity" of beneficiaries, accelerating agricultural production, poverty reduction and economic



Funded by
the European Union

بتمويل من
الإتحاد الأوروبي



WE-RISE!

Women Empowerment for Resilience,
Inclusion, Sustainability and Environment
T05-EUTF-HOA-SDN-96-02

growth in the long term, in an inclusive and equal way. Income and production growth may contribute to a different and more sustainable consumption model.

Moreover, these empowerment modalities will be translated into practical policies for the mainstreaming of women's empowerment concerns throughout all aspects of national policies for gender equality (Result 2 – UN Women component).

Finally, the main barriers for Women's Economic Empowerment (WEE) will be addressed to enable a conducive environment, including the prevention of negative social norms, the creation of mechanisms to address Gender Based Violence (GBV) as obstacle to WEE and the promotion of positive social norms towards GEWE (Result 3 - AICS component).

1. KEY FUNCTIONS

Under the direct supervision of the Team Leader and the program team the secretary/administrative assistant will be responsible for:

- 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 Team Leader 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;
- Perform other tasks required by the Team Leader

Administrative Tasks:

- Keep Office accountability record and ensure compliance with administrative procedures;
- Ensure smooth and clear communication with the administrative department in AICS Khartoum office;
- 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)
- 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



Funded by
the European Union

بتمويل من
الإتحاد الأوروبي



WE-RISE!

Women Empowerment for Resilience,
Inclusion, Sustainability and Environment
T05-EUTF-HOA-SDN-96-02

Essential Requirements:

- Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years);
- Bachelor degree in computer science, political science, economics, public relations or similar areas;
- English both written and spoken B2 European Level
- Arabic, if not mother tongue C2 International Level.
- At least 3-year experience in similar positions;
- Good knowledge of main software tools (Microsoft Office above all);

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;

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 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 maximum 3 pages
- 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.



Funded by
the European Union

بتمويل من
الإتحاد الأوروبي



WE-RISE!

Women Empowerment for Resilience,
Inclusion, Sustainability and Environment
T05-EUTF-HOA-SDN-96-02

The application and all attachments should be received before 12:00 (UTC+2) on the **10/02/2022** with the following modalities: **recruitment.sudan@aics.gov.it**

The subject of the email must contain the vacancy announcement number **01/12303/2022_WERISE**;

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- a) Applications made without having all requirements described in this announcement;
- b) Applications received after the deadline stated in this announcement.
- 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



Funded by
the European Union

بتمويل من
الإتحاد الأوروبي



WE-RISE!

Women Empowerment for Resilience,
Inclusion, Sustainability and Environment
T05-EUTF-HOA-SDN-96-02

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 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.