

**PROFESSIONAL VACANCY ANNOUNCEMENT No. PROFESSIONAL VACANCY
ANNOUNCEMENT WE-RISE**

SECRETARY/ADMINISTRATIVE ASSISTANT

Vacancy announcement Ref: 07/12303/2022_ WE-RISE

Profile: Secretary/Administrative Assistant **Red Sea 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 Italian Ministry of Foreign Affairs and International Cooperation (MAECI) decree dated 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 Italian Cooperation Joint Committee dated 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".

Determination of the Director of the Italian Agency for Development Cooperation number 28/2021 of 05 February.

PROGRAM DESCRIPTION:

The Program, jointly implemented by AICS and UN Women, is part of the special allocation 2019-2020 channelled 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 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).

TERMS OF REFERENCE

Professional Profile: Secretary/Administrative Assistant

Duty station: Port Sudan

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.

Duration: 12 months - including the two-month probation period – with possible extension subject to need, availability of funds, satisfactory performance and duration of the Project.

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

1. KEY FUNCTIONS

Secretary/Administrative Assistant

Under the supervision of the PMU, the Secretary/Administrative assistant will ensure the functioning of the office from a logistic and administrative point of view. S/he will be the person in charge of arranging the mission of national/international Staff making sure the office and the guest house is fully functioning. S/he will be the focal point of the AICS office in the State and facilitate exchange of information and communication with the main office in Khartoum, but also with other AICS offices. S/he will manage the vehicle fleet and optimize the related cost and ensure a proper planning of movements for all AICS staff.

Job description:

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;
- 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)
- 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);

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 referred to in point 7 below. 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) Bachelor degree in computer science, political science, economics, logistic. 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 3 years;
- b) English both written and spoken B2 European Level
- c) Arabic, if not mother tongue C2 International Level.
- d) At least 3-year experience in similar positions;
- e) Good knowledge of main software tools (Microsoft Office above all).

2.2 Preferred requirements:

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

- c) Knowledge of Italian language

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 **3rd of March 2022 at 12:00 (Khartoum Time)**.

The subject of the email must contain the vacancy announcement Code **07/12303/2022_ WE-RISE**

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 2 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.

Khartoum 31.1.2022