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TEAM LEADER MIDDLE 1 /FINANCIAL AND ADMINISTRATIVE COORDINATOR

Vacancy announcement Ref: 32_12113_2022_HEALTH PRO

Profile: Financial and Administrative Coordinator - Team Leader Middle 1

Program: T05-EUTF-HOA-SDN-73-01- "Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population (HealthPro) in Al Fasher and Nyala".

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 Financial and Administrative Coordinator - Team Leader Middle 1

Professional Profile: Financial and Administrative Coordinator - Team Leader Middle 1

Duty station: Khartoum, with frequent travels to the areas of intervention (Darfur States)

Type of Contract: Fix term contract according to local legislation following the principle of the Italian Law.

Remuneration: salary, benefits and other conditions are offered in accordance with AICS rules and regulations. The remuneration corresponds to 63.660,96 EURO gross per year plus cost of living and risk allowance (Team Leader Middle 1).

Contract duration: 12 months - including the two-month probationary period. With possible extension, subject to needs, availability of funds and satisfactory performance.

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

1. KEY FUNCTIONS

The Financial and Administrative Coordinator will have a key role in the administrative and financial management of the Programme's implementation. He /She will work in close cooperation with the EU- Portfolio

Coordinator and the AICS Head of Administration. He /She will report to the Team Leader of the Programme and work under the supervision of the Head of the AICS – Khartoum.

In particular, the Financial and Administrative Coordinator will be responsible of:

- Ensuring the correct administrative and financial management of the Programme.
- Ensuring the financial management of the EU funds supporting the administrative office of the AICS.
- Preparing the intermediate and final financial reports.
- Preparing the expenditure of the Programme under related IT system created by AICS (SIGOV – GE.CO.DEL.UE).
- Preparing the payment requests to submit to the EU Delegation.
- Facilitating internal and external audit verification.
- Guaranteeing the compliance with the EU and AICS policies in the management of the funds (e.g., transparency policy).
- Upon request, acting as Responsible of the Procedure (RUP) for the management and monitoring of contracts to be implemented in the frame of the Programme.
- Formulating and monitoring 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).
- Participating in the selection process related to procurement and grant contracts as well as in connection with the recruitment of personnel.
- Contracting third entities as results of selection process and monitoring the financial performance of the contract.
- Performing other duties as required.

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

2.1 Essential:

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 for candidates' subject to the Italian social security system (67 years).
- b) Medically fit for employment.
- c) Master's level university degree in Public Administration, Law, Economics, Political Science, International Development, or related fields (level 7 European Qualification Framework (EQF). Other degrees of the same level may be taken into consideration if accompanied by at least 5 years of experience in the specific sector object of this vacancy.
- d) At least 6 years working experience in developing countries as key expert with international organizations, governmental aid agencies, NGOs and private entities.
- e) Proficient in written and spoken Italian (C2 Level – Common European Framework of Reference).

- f) Proficient in written and spoken English user (B2 Level - Common European Framework of Reference).
- g) Proficiency in the use of Microsoft Office applications.

2.2 Preferred:

The following will constitute the preferred qualification for the position:

1. Post-graduate diplomas (University, Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in point c) above.
2. Basic Arabic user (A1 Level – Common European Framework of Reference).
3. Previous experience in the implementation of EU – funded programmes.
4. Previous experience in accounting and financial reporting.
5. Previous working experience at the Directorate General for Development Cooperation and / or the Agency Italian for Development Cooperation.
6. Similar professional experience carried out in the Middle East and/or North Africa and/or Sub-Saharan Africa.
7. Previous experience in the management of procurement and grant contracts under the PRAG.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Professional experiences indicated in the curriculum vitae are accounted only from the time the candidate obtained the degree required for the position. 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, research, or studies must be provided in the application. Upon request, candidates must be able to provide supporting documentation clearly indicating the duration and nature of those experiences.

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;
- g) 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.

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-editable pdf. format to the following email address: recruitment.sudan@aics.gov.it by **23rd of October 2022 at 12:00 (Central European time)**.

The subject of the email must contain the vacancy announcement Code **32_12113_2022_HEALTH PRO**

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 foresees 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 the website of AICS and AICS Khartoum.

Khartoum, 22nd of September