

**PROFESSIONAL VACANCY ANNOUNCEMENT N.
ADMINISTRATIVE ASSISTANT**

Vacancy announcement Ref: 33/11813/2022

Profile: Administrative Assistant

Program: SUDAN – MAYO UP - RESILIENZA DELLE POPOLAZIONI VULNERABILI DELLE OPEN AREAS DI MAYO – AID 11813

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”.

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 an Administrative Assistant

1. CONTENTS AND PURPOSE OF THE ASSIGNMENT

Professional Profile: Administrative Assistant

Duty station: Khartoum with travels to the area of intervention

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 19.200

Contract duration: 12 months renewable up to the end of the project including 2 months’ probation period

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

Objective of the assignment: Under the supervision of the Head of Office and the Administrative Coordinator, the administrative assistant will be responsible for accounting and financial procedures.

Key tasks:

The administrative assistant will be responsible for:

- 1) Accountability records and ensure compliance with administrative procedures; Support the administrative team on accounting and financial administration, preparing reviewing the periodic reporting;
- 2) Review and verify all the documents related to proposal and implementation of project activities from the local counterparts;
- 3) Keep informed Head of Office about office details and management of problems;
- 4) Ensure smooth and clear communication with the administrative department in AICS Khartoum office;
- 5) Supporting the team during the internal or and external auditing process;
- 6) Maintain the archive updated classifying the documentation of the projects;
- 7) Maintain confidentiality of documents and information received;

- 8) Support Logistic Office in the daily management and administration of office premises (e.g. regular payment of services as water/electricity/internet bills);
- 9) Support Administrative team in payments, bank procedures and equipment procurement/transport matters (e.g. delivery notes, clearance/stoking);

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:

- 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);
- Being medically fit for employment;
- To have acquired the academic qualification required by the selection notice;
- To have acquired the professional experience required by the selection notice;
- Excellent knowledge of English and Arabic
- 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 Business Administration. Other degrees/diplomas (level 6 European Qualification Framework EQF) will be considered if supported by a qualified professional experience in administration of at least 1 year;
- b) English both written and spoken C1 European Level
- c) Arabic, if not mother tongue C2 International Level.
- d) At least 1-year previous experience in the administrative sector. The proven experience carried out in the administrative sector can be evaluated for the purpose of achieving the requirement set in article 2.1.A. (other fields degrees supported by qualified experience) only for the period exceeding 1 years.
- e) Good knowledge of main software tools (Microsoft Office above all);

Preferred requirements:

- f) Knowledge of Italian language;
- g) Previous experience with international organizations and/or governmental and non-governmental bodies, including CSOs and local authorities;

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

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 before 12:00 (UTC+2) on the **15/11/2022** with the following modalities: **recruitment.sudan@aics.gov.it**

The subject of the email must contain the vacancy announcement number **33/11812/2022**

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

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 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

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 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 website on 27 October 2022.