



## **PROFESSIONAL VACANCY ANNOUNCEMENT - MALNUTRITION IN KASSALA STATE 01/11812/2023**

### **PROJECT OFFICER / LIAISON OFFICER**

**Vacancy announcement Ref: 01/11812/2023**

**Profile:** Project Officer / Liaison officer – NATIONAL

**Program:** FIGHTING MALNUTRITION IN KASSALA STATE AID 11812

#### **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).

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

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*”.

The Italian Agency for Development Cooperation (AICS) – Khartoum office, intends to recruit a Project Officer/Liaison officer in the framework of the Program AID 11812“FIGHTING MALNUTRITION IN KASSALA STATE” funded by the Italian Agency for Development cooperation, implemented by AICS Khartoum.

#### **PROGRAM DESCRIPTION**

The programme aims at fighting the malnutrition in Kassala State with a particular focus on under 5 children, PWL who are among the most vulnerable group exposed to stunting.



**The Italian Agency for Development Cooperation (AICS) – Khartoum office,**  
intends to recruit a: Project Officer/ Liaison Officer – National

## **1. CONTENTS AND PURPOSE OF THE ASSIGNMENT**

### **TERMS OF REFERENCE**

**Professional Profile:** Project Officer/ Liaison Officer – National

**Duty station:** Khartoum

**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 20.400,00

**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.

**Objective of the assignment:** The Project Officer/Liaison officer will contribute to

### **1. KEY FUNCTIONS**

Under the technical supervision of the Project, the Project Officer /Liaison officer will:

- Assist project staff in the drafting of procurement procedures needed for the implementation of the activities in accordance with PRAG 2021.1 and Italian law on public procurements;
- Assist project staff in Providing technical support during project implementation;
- Be responsible for timely implementation of the projects' activities;
- Monitor the implementation of projects' activities;
- Keep the Project Manager informed of projects progress and difficulties encountered;
- Identify the risks and impacts associated with the implementation of the activities;

- Facilitate coordination with relevant local stakeholders and local NGOs;
- Coordinate with partners and government ministries to facilitate effective and timely program implementation and interactions;
- Translation of documentation;
- Drafting minutes in English;
- Guarantee a correct and efficient communication with local authorities and communities;
- Perform field activities with AICS staff and relevant stakeholders;
- Undertake any other duties and assist as required the project manager and the head of Aics Khartoum;

**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

- a) Age not exceeding (at the time of signing the contract) the one 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;

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

### 2.1 Essential Requirements:

- a) Master's degree in development studies, social science, economics, political science or any related discipline, alternatively, Bachelor degree in the same disciplines with at least 1 year of professional experience in the sector required;
- b) Arabic, if not mother tongue C2 International Level.
- c) English both written and spoken B2 European Level
- d) At least 2-year experience in development cooperation programs, working with CSOs and local NGOs, having gained familiarity with donors' guidelines and requirements (INGOs and/or Governmental Development Agencies and/or EU and/or UN Agencies);

- e) Proven experience in programme and project planning and monitoring;
- f) Good knowledge of main software tools (Microsoft Office above all);

## 2.2 Preferred Requirements:

- a) Previous experience with AICS, International Agencies/INGOs;
- b) Knowledge of European procurement procedures (PRAG);
- c) Previous experience in humanitarian aid context

### Interpersonal skills:

- Capacity to work in a multicultural environment
- Capacity to work under stressful conditions
- Problem-solving skills
- Team-building skills
- Growth-oriented personality

## 3. HOW TO APPLY

**3.1** 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. 46-47 of Italian D.P.R. 28.12.2000 n. 445/ from a) to i), indicating:

- a) Surname, name, date and place of birth;
- b) Residence;
- c) Citizenship;
- d) Being medically fit for employment;
- e) Full enjoyment of political and civil rights;
- f) Absence of convictions for any criminal offense and absence of any pending criminal and accounting offenses both in Italy and abroad;
- g) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
- h) 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.

**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 (Khartoum time)** on the **25<sup>nd</sup> of January 2023** with the following modalities: **recruitment.sudan@aics.gov.it** mentioning in the subject the vacancy number - ref. 01/11812/2023 - **MALNUTRITION IN KASSALA**.

We encourage applicants to submit the application well before the deadline date.

#### **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 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 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 the website of AICS and AICS Khartoum.

Khartoum, 09 January 2023