



Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population (HealthPro) in al Fasher and Nyala – North and South Darfur States"-
T05-EUTF-HOA-SD-73-01
CUP H82C19000120005

PROFESSIONAL VACANCY ANNOUNCEMENT - Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population **HealthPRO - AID 12113**

LOGISTICS OFFICER - NATIONAL

Vacancy announcement: ref. N.04/12113/2023

Profile: Logistics officer - national

Program: “Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population (HealthPro) in al Fasher and Nyala – North and South Darfur States” T05-EUTF-HOA-SD-73-01.- AID 12113

Applicable regulations:

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 **Logistician** in the framework of the Program “Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population (HealthPro) in al Fasher and Nyala – North and South Darfur States” T05-EUTF-HOA-SD-73-01 (hereafter referred to as “the Program”), financed by the European Union and executed by AICS Khartoum.

PROGRAMME DESCRIPTION

AICS is implementing a 3 year project “Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population (HealthPro) in al Fasher and Nyala – North and South Darfur States”- T05-EUTF-HOA-SD-73-01 funded by the European Union and aiming at Strengthening the Health System in South and North Darfur States and particularly to provide accessible high quality PHC services in the suburban IDP residential areas (ex-camps) of Nyala and Al Fasher town.

TERMS OF REFERENCE

Professional position required: Logistics officer - national.

Type of contract: Contract of Employment for Carrying out a particular job under article 29/1 of the Labour act. 1997

Duty station: Khartoum with frequent travelling to Nyala and Al Fasher

Duration: at end of procedure - signing of the contract until end of project. Are including two-month probation with no derogations on duration terms either extension. Contract duration might be subject to project funds availability.

Expected start of employment: at end of the selection process

Gross Annual Remuneration: Euro 8.400.00

Prohibition to engage in other activities: The selected candidate must not 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 contract implies an exclusivity clause, and the employee won't be allowed to carry out any other business/activity that could be in conflict with duties and ToR during the contract period.

The Administration reserves the right to verify, under penalty of exclusion and contract termination, the exclusivity clause compliance.

1. KEY FUNCTIONS

The candidate is requested to work under the supervision of the Program Technical Coordinator, showing excellent communication and organizational skills, total reliability, punctuality, and ability to learn detailed procedures and adhere to them.

In particular, the **Logistics officer - national** will be responsible for:

- Updating inventory list
- Checking purchase orders against stock levels.
- Coordinate and manage the overall procurement and logistics.
- Ensure conformity to procedures and timely delivery of goods and services.
- Collect quotations, market surveys, ordering, monitoring, receipt, conformity checks according to purchase/services requests.
- Coordinate the organization of national and international travel including booking vehicles and accommodation, purchasing tickets and travel insurance, arranging visas, logistics, etc. for project experts, partners and staff.
- Provide logistical support for all activities related to the implementation of the programme
- Assist the Project Manager to develop the budget for necessary budgets for all activities, events and organized within the framework of the project.
- Coordinate and manage all administrative and logistical arrangements for the efficient and timely organization of workshops/meetings/activities. This also includes dais arrangements, conference seating arrangements, audio-visual equipment, scheduling of food and beverage, etc.
- For workshops and meetings, manage the pre- workshops/meetings. registration process for participants and take the lead in coordinating the in-country travel and accommodation of the non-resident participants, including coordinating airport transfers and hotel bookings, and for other secretarial assistance to the participants.
- For workshops and meetings, establish a registration desk during the workshops/meetings and prepare the list of participants with all details of the workshops/meetings (Description, date and venue) complete with Name, Signature, Organization, Position held, email and telephone number and ensure that is filled by all participants, keep minutes of the workshops/meetings and share with Project Manager;
- Lead and facilitate the design and production of all activities/workshops/meetings materials (including conference kits, signage, invitation cards etc.), and conference stage (podium, screen and stage set-ups, hall decorations, complementary feeding-related props, flex, banners, etc.).

2. REQUIREMENTS

2.1 Essential 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);
- Medically fit for employment;
- A degree in computer science, economics, public relations or other university diplomas supporting by working experience in cooperation (at least one year);
- Good knowledge of spoken and written English;
- Good knowledge of Arabic (oral and written);
- Good knowledge of the office package software (**excel, word, PowerPoint**);
- 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;

2.2 Preferred requirements

- Human resources management and archive-protocol management experience;
- Experience with Italian Organizations;
- Knowledge of Italian language;

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

The submission of the application, duly signed, should indicate the vacancy announcement code. The application shall be written in English and include:

1. **Legally Binding Statement** (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445), as per the attached template, declaring:
 - a) Surname, name, date and place of birth;
 - b) Residence;
 - c) Age not exceeding (at the time of signing the contract) that required for retirement by local regulation (60 years), or by Italian regulation (ref. Law 398/87) for candidates' subject to the Italian social security system (67 years);
 - d) Citizenship;
 - e) Being medically fit for employment;
 - f) Full enjoyment of political and civil rights;
 - g) Absence of convictions for any criminal offence and absence of any pending criminal and accounting offences both in Italy and abroad;

- h) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
- i) 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;
- j) To have acquired the academic qualification required by the selection notice;
- k) To have acquired the professional experience required by the selection notice;
- l) To have a written and spoken knowledge of English language, at least level C1 of the Common European Framework of Reference for Languages;
- m) To have knowledge and consistent effective use of the main Microsoft Office applications;

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.

The application shall also include:

- 2. **Signed** motivation letter in English;
- 3. Copy of valid ID;
- 4. **Signed** Curriculum vitae in English;

The applicant should also provide a telephone number 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 **07th March at 12:00 p.m. (Khartoum time)**:

- in non-modifiable pdf format to the following email address: recruitment.sudan@aics.gov.it. The subject of the email must contain the vacancy announcement Code **n. 04/12113/2023 HealthPRO**

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 at the premises of the Italian Agency for Development Cooperation in AlFasher or Khartoum.

The interview shall be held in the languages indicated in the vacancy announcement and shall 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 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 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, 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, 19/02/2023