

PROFESSIONAL VACANCY ANNOUNCEMENT N. 02/12513/2023

IT OFFICER

Vacancy announcement Ref 02/12513/2023

Profile IT Officer, Khartoum office

Program SESAMAI “Sostegno alle politiche sanitarie nazionali e ai servizi di salute materno-infantile” – AID 12513

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 “*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 an IT Officer in the framework of the Program SESAMAI “Sostegno alle politiche sanitarie nazionali e ai servizi di salute materno-infantile” – AID 12513 funded by the Italian Agency for Development Cooperation.

1. CONTENTS AND PURPOSE OF THE ASSIGNMENT

Professional Profile	IT Officer
Duty station	Khartoum with travel to AICS field offices in Gedaref, Kassala, Port Sudan, Nyala and El Fashir
Type of Contract	Contract of Employment for Carrying out a Particular Job under article 29/1 of the Labour Act, 1997
Gross Annual Remuneration	16.800,00 Euro gross
Contract duration	12 months renewable up to the end of the project including 3 months probation period.
Expected start of employment	At the end of the selection process.
Objective of the assignment	The IT Officer will be responsible for the overall management and maintenance of the IT infrastructure of the AICS Khartoum office and field offices in Gedaref, Kassala, Port Sudan, Nyala and El Fashir.

2. KEY FUNCTIONS

The IT Officer will be responsible of the overall management, maintenance and configuration of:

- ♦ CISCO firewalls (2);
- ♦ CISCO switches (5);
- ♦ CISCO LAN Wireless Controller and 5 Access Points;
- ♦ Zycoo VoIP System (35 users);
- ♦ Logitech VTC system;
- ♦ Hikvision CCTV system (15+ cameras and DVR);
- ♦ Ricoh and Konica Heavy duty printers (3);
- ♦ NAS - Network Attached Storage configured for automatic backup;
- ♦ Windows server with 40+ Domain Control Windows machines;

The IT Officer will be responsible of:

- ♦ Assist AICS staff in their daily tasks providing IT support;
- ♦ Provide technical advice on procurements of IT materials drafting technical specifications and support the logistics/procurement department in conducting markets' analysis;
- ♦ Assist AICS technical staff in activities with projects' partners and in the overall implementation of the Agency's actions;
- ♦ Provide remote assistance to AICS' staff working in field offices;
- ♦ Any other relevant IT-task assigned by the AICS supervisor and Head of Office;

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 Administration reserves the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected candidate.

3. 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) 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;
- e) Good knowledge of English language;

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

3.1. Essential Requirements

- a) Bachelor's degree in computer science, computer engineering, information technology, software engineering and/or any related field. Other degrees/diplomas will be considered if supported by a qualified professional experience in the sector of intervention of at least 2 years;
- b) English both written and spoken B2 (Common European Framework of Reference for Languages);
- c) At least 2-year professional experience as IT responsible person for a 10+ persons office;
- d) Professional experience with CISCO network appliances/products (firewalls, switches, LAN controller);
- e) Professional experience in managing/supervising servers with Domain Controller features and virtual machines;
- f) Advanced command of MS Office package.

3.2. Preferred requirements

- a) Professional experience with development/humanitarian organizations;
- b) Arabic both written and spoken B2 (Common European Framework of Reference for Languages);
- c) Knowledge of programming languages;
- d) Basic Knowledge of Italian.

4. HOW TO APPLY

4.1. 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;
- g) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration;
- 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.

4.2. The application shall also include:

- a) Motivation letter in English dated and signed
- b) Copy of valid passport/ID card
- c) 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 time-overlapping;

- d) Self-declaration as per paragraph 4.1 dated and signed

All documents need to be dated and signed by the applicant.

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 application, duly dated and signed, should be submitted at **13.00 pm (Khartoum time)** on the **20 February 2023** to the recruitment.sudan@aics.gov.it email address, mentioning in the subject the vacancy number n.02/12513/2023.

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

5. 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.

6. 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 also assess through 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).

7. 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 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.

8. 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.

9. 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.

10. TRANSPARENCY

This vacancy announcement is published on the website of AICS Khartoum and any relevant channels.

Khartoum 02 February .2023