



Embassy of Italy to Sudan

**“Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan” EUTF SDN 13**  
*Program funded by the European Union and implemented by the Italian Ministry of Foreign Affairs and International Cooperation and the Italian Agency for Development and Cooperation*

**Delegation Agreement no. T05-EUTF-HOA-SDN-13-01**

**PROFESSIONAL VACANCY ANNOUNCEMENT NO. SDN13 02/2017**

**PROCUREMENT/LOGISTIC OFFICER**

In accordance with the Italian Decree 165/2001 art. 7 co.6, the Italian Embassy in Sudan assisted by the Sudan - Office of the Italian Agency for Development Cooperation, intends to recruit a Team Leader (Program Coordinator) in the framework of “Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan” EUTF SDN 13 (hereafter referred to as “the Program”), financed by the European Union and implemented by the Italian Ministry of Foreign Affairs and International Cooperation.

The contract will be for no 32 months (up to the end of the Program).

**PROGRAM DESCRIPTION**

The programme, **“Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan”** is based on **EU Trust Fund objective (2)** strengthening resilience of most vulnerable communities.

Main scope of the initiative is to strengthen health systems at Locality level to better deliver basic packages of health services in Eastern Sudan States (Gedaref, Kassala, Red Sea), with the final aim of creating a more conducive and sustainable living environment for host communities, displaced populations and refugees.

The most crucial intervention areas are:

- 1) Investing in capacity building of human resources for health system at the level of front line providers,
- 2) Improving the status of the PHC facilities and availability of supplies,
- 3) Enhancing access and quality of the “Basic Package of Health Services”, Reproductive Health and Nutrition Services to the served population;
- 4) Increasing the level of integration of care at community level through community involvement and awareness raising on health risks practices and behaviours;
- 5) Strengthening the Public Health System at locality level to improve health service accessibility for host communities and migrants/refugees/IDPs.

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

**Duty station:** Khartoum and possible duty travels to the other areas of intervention.

**Remuneration:** Euro 6.300 gross/monthly according to Italian Decree n. 1988/128/000863/3-ISE 2016

## 1. KEY FUNCTIONS

The Procurement/Logistic Officer will have a support role in the procurement aspects of the Programme's Implementation. He/she will report to the Programma Finance Administrative officer and Programme Team Leader and he/she will be under the supervision of The Ambassador and will work in close coordination with the administrative office of the Italian.

He/she will be responsible for logistics operations including planning, coordination of incoming shipments, warehousing, in-country transport, establishment of logistics hubs and distribution.

In particular, the Procurement/Logistic Officer will be directly responsible for:

- Establishing and implementing the procurement plan.
- Organising and preparing all 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).
- Defining Terms of Reference of tenders and calls for proposals in collaboration with the technical experts.
- Supporting the evaluation commission in the award process for tenders.
- Preparing any documentation related to contracts and agreements.
- Ensuring the correct implementation of all contracts and agreements.
- Ensures service provider performance including use of key performance indicators.
- Participate in programme planning, and advises on logistics considerations.
- Ensure appropriate processes and systems are in place to ensure efficiency of the logistics operations (e.g. customs clearance, transport requests, receipt and dispatch of goods).
- Establishes and maintains logistics plans and delivery plans further to supply availability plans. Coordinates with State offices as might be required.
- Establishes routing and scheduling plans for in country distribution. Coordinates shipment planning with State offices.
- Raises logistics bottlenecks to supervisor for prioritisation.
- Ensure regular and timely transmission of pipeline, logistics monitoring information, stock levels and distribution status to programmes and logistics focal point at national level.
- Conducts special management reviews and/or follow-up on audit observations to assist in the improvement of office procedures and practices related to logistics.
- Any other duty as might be required by the supervisor.

## 1. REQUIREMENTS

### Essential requirements

- a. University degree (level 7 European Qualification Framework EQF) in Supply Chain Management, Business Administration, Management, International Economics, Engineering, International Development, Contract/Commercial Law, or areas directly related to logistics operations.

The candidates can avail themselves of the equivalences for the admission to public competition, published on the web-site of the Ministry of the Education, University and Research [www.miur.it](http://www.miur.it).

Other degrees/diplomas (level 6/5 European Qualification Framework EQF) will be considered when matched with highly qualified professional experience required by the position.

**Language:**

- b. English both written and spoken (C1 European level).
- c. Italian, Italian, if not mother tongue, at A2 European level both written and spoken.

**Experience and competencies:**

- d. Minimum 3 years of relevant professional experience (post-graduation) in supply chain management, procurement, contracting or logistics and administrative sectors in the framework of development programmes.

The following **preferred requirements** will also be taken into consideration:

- post-graduation degrees (Master-Doctorate) in administrative/ procurement/logistic subjects
- Excellent knowledge of Italian and European procurement procedures (PRAG)
- Proficient in using computers including Microsoft programs, spread sheets, Email (outlook) and internet.
- Experience to operate in limited resources and hard to reach environments.
- very good communication skills (verbal and writing) and capacity to interact with providers/dealers and logistics companies
- knowledge of Arabic (basic)
- Previous experience in the Country/Region indicated in this vacancy
- Being immediately available to hold the appointment

### **3. EVALUATION OF APPLICATIONS**

The selection will be conducted by an Evaluation Commission, appointed by the Ambassador, according to the following criteria:

**Education, experience, competencies and preferred requirements (Max 70 points)**

Verification of the possession of the essential and preferred requirements according to the documentation submitted by the candidate, with particular reference to academic titles and professional experience.

Candidates scoring at least 55 points will be included in the shortlist and will be invited for an interview.

**Interview (Max 30 points)**

The interview will be carried out through audio/video connection (e.g. Skype), or at the premises of Embassy in Khartoum.

English competencies and communication skills will be verified during the interview.

No reimbursement will be granted to those travelling to Khartoum for the interview.

Candidates scoring at least 70 points at the end of the process will be included in a final list of endorsed candidates valid till the end of the program.

Youngest candidates will be preferred in case of a final equal score.

#### 4. HOW TO APPLY

The submission of the application duly signed should indicate the number of the vacancy announcement. The application shall be written in English and include the attached form Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445), indicating:

- a. Surname, name, date and place of birth.
- b. Residence.
- c. Citizenship.
- d. Only for Italian citizen, specify the name of the municipality where the applicant is registered for the electoral roll.
- e. Absence of conviction for any criminal offence or of any criminal process pending.
- f. No involvement in current legal or penal action for crimes against Public Administration.
- g. Studies certificates indicating the dates of issue and the names of Academic Institutions.
- h. Fully possession of political and civil rights.
- i. Not having being dismissed for fault from employment by a Public Administration office.

Any false declaration will incur penal sanctions according to article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application shall also include:

1. Motivation letter in English.
2. Copy of valid Passport.
3. Curriculum vitae in English (Europass format).
4. A declaration to be immediately available to hold the appointment

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 signed application and all attachments should be received **before 12:00 (Central European time) on the 15<sup>th</sup> November 2017** at the following email address: [recruitment@coopitsudan.org](mailto:recruitment@coopitsudan.org)

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number.

#### 5. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- i. Application without **all documents listed at point 4.** of this announcement
- ii. Applications without **essential requirements a,b,c,d** at point 2. of this announcement
- iii. Application not signed
- iv. Application received after the deadline stated in this announcement

## 6. RESULTS OF THE SELECTION

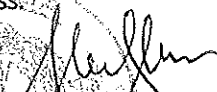
Only short-listed candidates will be informed of the results of the selection process.

## 7. PROTECTION OF PRIVACY

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian D. Lgs. 196/2003).

## 8. PROTECTION CLAUSE

At any stage of the selection process the Italian Embassy in Khartoum has the right at its own complete discretion to terminate the recruitment process.



The Ambassador  
Fabrizio Lobasso

