“Support Migrants and Host Communities in improving Access to Safe Water and Sanitation -Eastern Sudan”
EUTF SDN 11
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-11-01

PROFESSIONAL VACANCY ANNOUNCEMENT NO. SDN11 02/2017

ASSISTANT ADMINISTRATIVE OFFICER/ HUMAN RESOURCES COORDINATOR

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 “Support Migrants and Host Communities in improving Access to Safe Water and Sanitation -Eastern Sudan -” EUTF SDN 11 (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 main scope of the Component implemented by Italian Cooperation, is To improve access to water sources – for human and livestock – to sanitation and hygiene services for host communities, migrants, refugees and IDPs in Kassala (Girba Locality) and Gedaref (Alfeshega and Basonda Localities).

The most crucial intervention areas are:

- Improving water sources and sanitation facilities, for the refugee camps and in neighbouring villages in favour of the host communities:
  - rehabilitation/construction water sources for human and agricultural/livestock use;
  - support waste management and disposal, especially in Girba Town;
- providing latrines/sewage systems to schools and health facilities in camps and neighbouring villages
- Providing capacity building to local authorities to administer/manage water systems
- Promoting hygiene and sanitation practices at community level.

Expected start of employment: at the end of the selection process.
Duty station: Khartoum with duty travels to the areas of intervention.


1. KEY FUNCTIONS

The Assistant Administrative officer/ Human Resource coordinator will have a support role in the Administrative management of the program with particular focus on Human Resource sector. He/she will report to the Program 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 Embassy of Italy.

He/she will be responsible for supporting the Program Finance Administrative officer in his/her duties concerning the best management of the program resources, supporting the Programme Team Leader for the best management of the program Human Resources.

In particular, the Assistant Administrative officer/ Human Resource coordinator will be directly responsible for:

- Ensuring the effective utilization of plans related to HR programs and services
- Maintaining employee files as to ensure accuracy and compliance
- Assisting with the recruitment and interview processes
- Assisting with new employee hiring processes
- Assisting with the performance review and termination processes
- Administering health and welfare plans, including enrolments, changes, and terminations
- Acting as a liaison between employees and insurance providers
- Resolving benefits-related problems
- Answering employee requests and questions
- Reconciling benefits statements
- Conducting audits of payroll, benefits, and other HR programs, and recommending corrective actions
- Processing and maintaining all status reports and pay changes
- Absentee reports (weekly, bi-weekly, or monthly)
- Meeting with AICS Director, Program Manager, Program Administrative Officer to develop specific recruiting plans
- Working alongside employment agencies and search firms
- Participating in annual recruiting budget and ensuring adherence to the budget throughout the year
- Support the Finance Administrative Officer in his/her duties
- Any other duty as might be required by the supervisor.

2. REQUIREMENTS

Essential requirements

Education:

a. University degree (level 7 European Qualification Framework EQF) in human resource, business administration, finance, or business management
The candidates can avail themselves of the equivalences for the admission to public coopetition, published on the web-site of the Ministry of the Education, University and Research www.miur.it.

Other degrees/diplomas (level 6/5 European Qualification Framework EQF) will be considered when matched with qualified professional experience in the sector of intervention.

Language:

b. English both written and spoken: C1 European level.
c. Italian, if not mother tongue, both written and spoken: C1 European level.

Experience and competencies:

d. Minimum 3 year post-graduate progressive experience in the Human Resource management
e. Minimum 1 year previous experience in Human Resource management with international organizations and/or governmental and non-governmental bodies in Developing countries

The following preferred requirements will also be taken into consideration:

- Post-graduation degrees (Master/Specialization-Doctorate) in Human Resource Management related topics
- Good knowledge of the Italian labour legal framework
- Good capacity in drafting Vacancies publication, Job Description and contract ToR
- Very good communication skills (verbal and writing) in the language of the program (English)
- Proficient in using computers including Microsoft programs, spread sheet, Email (outlook) and internet
- Knowledge of the procedures of the Italian Development Cooperation, as well as European Union’s procedures (e.g. EU-EuropeAid) also covering funds management.
- Working experience in the preparation and revision of recruitment process and hiring procedures documents.
- 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 15th November 2017 at the following email address: recruitment@coopsud.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,e** 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.

[Signature]

The Ambassador
Fabrizio Lobasso