



## PROFESSIONAL VACANCY ANNOUNCEMENT No. BtG/ADM/01/21

### ADMINISTRATIVE ASSISTANT

#### PROGRAM DESCRIPTION

Under the European Commission's Multiannual Indicative Programme 2014-2017 of the Thematic Programme "Global Public Goods and Challenges", Human Development / Employment, decent work, skills, social protection and social inclusion, AICS has been delegated to implement a component of the EU Flagship Project "Bridging the Gap II: Inclusive policies and services for equal rights of persons with disabilities" (DCI-HUM/2016/379-983) in Sudan. The overall objective is to enhance the implementation of the UN Convention of the Rights of Persons with Disabilities in Sudan.

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

**Contract duration:** 7 months.

**Duty station:** Khartoum with expected duty travels in the areas of intervention.

**Remuneration:** Euro 1.400 month/ gross (including allowance, workmen's compensation, 17% of NSIF paid by the employer)

#### 1. KEY FUNCTIONS

Within the project scope, the selected Administrative assistant will conduct the following activities:

- Support the country team on accounting and financial administration, preparing reviewing the periodic reporting to PMU in Madrid and AICS administration office in Khartoum.
- Review and verify all the documents related to proposal and implementation of project activities from the local counterparts (OPDs and public offices).
- Support the country action with direct assistance to counterparts and beneficiaries, provide support to new collaborations and follow up on current activities.
- Attend project related events or meeting relevant for the country action.
- Suggest and advice on any other relevant initiative/opportunity in support of the country action.
- Collaborate with other sectors and initiatives at AICS Khartoum in the interest of promoting and developing the country action.

#### 2. REQUIREMENTS

##### **Essential Requirements:**

Sudanese Nationality

##### **Education:**

University degree in Administration, Accounting, Financial/Economics/Business Administration, Public Management or related fields.

##### **Language:**

- English both written and spoken C1 European Level

**SUDAN- ERITREA - RCA- CAMERUN - CIAD**

**Sede di KHARTOUM**

Street 33- Al Amarat – Khartoum- Sudan

Tel. 00249 (0) 183 483 466

- Arabic, if not mother tongue C2 International Level.

**Experience and competencies:**

- Minimum 2 years of experience in project accounting, administration, finance management, project management
- Experience in management of development cooperation projects
- Experience in managing technical cooperation projects
- Excellent intercultural and communication skills
- Proficient in using computer including Microsoft programs, spread sheets, Email (Outlook) and internet.

**Preferred requirements:**

- Knowledge of European procurement procedures (PRAG)
- Experience working with INGOs or national and local government agencies related to the sector of intervention, as well as with other international / national counterparts and donors, in particular the EU.

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

The selection will be conducted by an Evaluation Commission nominated by the Head of Office in Khartoum 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 presented by the candidate, with particular reference to the academic titles obtained and the professional experience gained.

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 AICS Office in Khartoum

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

Candidates scoring at least 79 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 a Legally Binding Self-declaration, (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) Absence of conviction for any criminal offence or of any criminal process pending.
- e) No involvement in current legal or penal action for crimes against Public Administration.

- f) Fully possession of political and civil rights.
- g) Not having being dismissed for fault from employment by a Public Administration office.

**The application shall also include:**

1. Signed motivation letter in English.
2. Copy of valid Passport.
3. Signed Curriculum vitae and language passport in English (Europass format).
5. Copy of a valid Passport/ID

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 **9<sup>th</sup> March 2021** at the following email addresses: [recruitment.sudan@aics.gov.it](mailto:recruitment.sudan@aics.gov.it)

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:

- a) Applications made without having all requirements described in this announcement
- b) Application not signed
- c) Application received after the deadline stated in this announcement

## **6. RESULTS OF THE SELECTION**

Only the short-listed candidates will be informed of the results of the selection process, Candidates' ranking will be published on AICS Rome and AICS Khartoum website.

## **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 Agency for Development and Cooperation in Khartoum, has the right at its own complete discretion to terminate the recruitment process.

Khartoum 22.02.2021