



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 NO. HealthPRO 03/2021

FINANCE AND ADMINISTRATIVE OFFICER – INTERNATIONAL

Profile: Finance and Administrative Officer (Exp.L4)

Program: T05-EUTF-HOA-SDN-73-01 "Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population (HealthPro) in Al Fasher and Nyala - North and South Darfur States"

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).

Resolution of the Joint Committee of 19 November 2019 n. 101 “Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale di cui all’articolo 11 comma 1 lettera c) dello Statuto AICS”.

The Italian Agency for Development Cooperation – Khartoum office, intends to recruit a Finance and Administrative Officer, in the framework of “Action T05-EUTF-HOA-SDN-73-01 "Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population (HealthPro) in Al Fasher and Nyala - North and South Darfur States" (hereafter referred to as “the Program”), financed by the European Union and implemented by the Italian Agency for Development Cooperation (AICS).

PROGRAMME DESCRIPTION

The programme, **“Health PRO”** is based on **EU Trust Fund objective (2)** strengthening resilience of most vulnerable communities.

It aims to provide accessible high quality PHC services in the suburban IDP residential areas (ex-camps) of Nyala and Al Fasher town, with a EU Humanitarian Development and Peace Nexus approach, shifting from emergency/humanitarian to development interventions.

Main scope of the initiative is to improve SMOH and Locality Administration governance and their capacity to administer and manage the health system according to the WHO 6 Health System pillars and ensure universal PHC service accessibility.

The main areas of intervention are:

1. Strengthening the Public Health System to improve health service accessibility for host communities and IDPs
2. Capacity building of human resources for health,
3. Improving the quality of the PHC facilities and availability of drugs and supplies,
4. Enhancing access and quality of the “Basic Package of Health Services”, Reproductive Health and Nutrition Services to the served population;

5. Increasing the level of integration of care at community level through community involvement and awareness raising on health risks practices and behaviours;

TERMS OF REFERENCE

Professional position required: Finance Administrative Officer (Expert L4, Ref: "Determina Direttoriale AICS n. 28 of 5th February 2021))

Duty station: Khartoum and possible duty travels in the other areas of intervention

Duration: The contract will be of 12 months, renewable up to the end to the Project (31st of July 2023), including a three-months' probation period

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

Remuneration: 4.900 Euro net monthly salary, (Ref: "Determina Direttoriale AICS n. 28 of 5th February 2021) .

Prohibition to engage in other activities: The selected candidate must not have carried out, during the last three years, any business activity in the country of service, or 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.

1. KEY FUNCTIONS

The **Program Legal/Administrative/Financial Manager** plays a supporting role to the functions of the AICS Khartoum Head of Office regarding the implementation of tasks and administrative, legal and financial management of the Program.

He/she performs the functions of financial initiator, follow the instructions of the AICS Khartoum Head of Office and shall be accountable to him, in close collaboration with Technical Coordinators of the Programs, with the Procurement Officer and with the Administrative Office of AICS Khartoum.

He/she will report to the Programme Team Leader and will be accountable to AICS Head of Office.

The **Program Legal/Administrative/Financial Manager** implements the following tasks:

- ensure the correct administrative execution of the Delegation Agreement regarding the application of the EU reference financial instrument and the accounting procedures of the representation;
- ensure the financial management of EU funding streams, records incoming and outgoing flows, accounting and payment of expenditure, financial monitoring of spending trends and reporting;
- assist Head of Office with the correct application and interpretation of Italian and European legislation during the execution of the Programs

- act preventively to avoid conflicts between the European and Italian regulations of reference and local one;
- record expenses, currency movements, and processes reports through the dedicated application system;
- initiate expenditure execution operations in relation to contracts and agreements signed by the AICS Khartoum Head of Office;
- monitor the financial performance of the grants and monitors the reported expenditures;
- assist the final beneficiaries of grants during the expenses accounting stages;
- prepare the annual and final financial report;
- prepare reports of expenses incurred to be certified in the annual "management declaration" signed by the Director of AICS Khartoum;
- prepare the payment requests;
- ensure, in collaboration with the Administrative Office of AICS Khartoum, maximum visibility of the tender documents on the institutional website of AICS Khartoum and on the Programs website;
- ensure, in collaboration with the Administrative Office of AICS Khartoum, the annual publication of the list of beneficiaries and suppliers on the institutional website of AICS and on the Programs website;
- provide assistance during the audit procedures (internal and external).

She/he shall assist the Procurement Officer with:

- preparing call for tenders and calls for proposals based on the relevant European legislation (PRAG);
- defining tender specifications (Terms of Reference - ToR), with the collaboration also of the Technical Coordinator;
- assisting, from an administrative point of view, the operations of the tender commissions;
- organizing, during the competition phase, informative sessions of a procedural and financial nature in favour of companies/ consultants/beneficiaries of grant contracts;
- organizing training on the management of grant contracts for selected beneficiaries;
- monitor the execution and closure of contracts and agreements;
- interfacing with the companies/ consultants/beneficiaries of selected grant contracts, for the aspects of its competence.

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:

- a) 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);
- b) Medically fit for employment;
- c) Master's degree (level 7/6 - European Qualification Framework EQF) in business administration, finance, and accounting or other relevant discipline.

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.

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

- d) At least two (2) year post-graduate progressive experience in the legal/administrative/financial sector, with tasks of administrative management in the framework of development programs.
- e) Excellent knowledge of the Italian and European procurement procedures (PRAG)
- f) excellent intercultural communication skills
- g) Proficient computer skills including Microsoft programs, spread sheets, Email (Outlook) and internet
- 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

2.2 Preferred requirements

- Experience in management EU Delegation Agreement
- Significant experience in the management of EU funds
- Previous responsibility overseeing procurement activities.
- Post-graduate degrees (Master-Doctorate) in legal and administrative subjects.
- Specialised courses in international cooperation.
- Similar professional experience carried out in African countries;
- Similar professional experience carried out in Arab-speaking countries.
- Knowledge of Arabic

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 a written and spoken knowledge of Italian language, at least level C2 of the Common European Framework of Reference for Languages;
- n) 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 Passport.
- 4. **Signed** Curriculum vitae in English (Europass format).

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 applications, duly dated and signed, should be submitted in non-modifiable pdf format to the following email address: recruitment.sudan@aics.gov.it by **June 17th 2021 at 12:00 (Central European time)**. The subject of the email must contain the vacancy announcement Code **HealthPRO 03/2021**.

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 through audio/video connection, or 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 shall assess 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 is sent by e-mail to the address 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 prepared including only candidates with an overall score of not less than 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 another year for motivated needs related to the implementation of the initiative. In case of a decline by the winning candidate or an early termination of the contract, the office reserves the right to appoint another candidate from the ranking list - if the necessary financial resources are available.

In the event of equal scoring, the youngest 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 processing of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and to their use 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, 20 May 2021

AICS Khartoum Head of Office
Vincenzo Racalbuto

