

## PROFESSIONAL VACANCY ANNOUNCEMENT No. WE-RISE!/01/2021

### TEAM LEADER (PROGRAMME TECHNICAL COORDINATOR – INTERNATIONAL)

**Profile:** Team Leader (Programme Technical Coordinator)

**Program:** T05-EUTF-HOA-SDN-96-02 "WE-RISE! Women's Empowerment for Resilience, Inclusion, Sustainability and Environment".

#### 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 (AICS) – Khartoum office, intends to recruit a **Team Leader** in the framework of the Program T05-EUTF-HOA-SDN-96-02 "WE-RISE! Women's Empowerment for Resilience, Inclusion, Sustainability and Environment" (hereafter referred to as "the Program"), financed by the European Union and executed by AICS Khartoum and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) Country Office.

#### PROGRAMME DESCRIPTION

The Program, jointly implemented by AICS and UN Women, is part of the special allocation 2019-2020 channeled under the European Union Emergency Trust Fund for stability and addressing root causes of irregular migration and displaced persons in Africa (EUTF) to support the democratic transition in Sudan. The Program aims at creating a conducive environment for the economic empowerment of women living in the most vulnerable situations in Khartoum, Kassala, Gedaref and Red Sea States through microfinance mechanisms, technical assistance for institutional and policy development, and cultural change, in a period of 36 months.

This specific objective will be achieved through microfinance interventions that have significant potential for contributing to women's economic and social empowerment (Result 1 - AICS component). Access to savings, new and dedicated credit lines can initiate or strengthen a series of interlinked and mutually reinforcing "power and saving capacity" of beneficiaries, accelerating agricultural production, poverty reduction and economic growth in the long term, in an inclusive and equal way. Income and production growth may contribute to a different and more sustainable consumption model.

Moreover, these empowerment modalities will be translated into practical policies for the mainstreaming of women's empowerment concerns throughout all aspects of national policies for gender equality (Result 2 – UN Women component).

Finally, the main barriers for Women's Economic Empowerment (WEE) will be addressed to enable a conducive environment, including the prevention of negative social norms, the creation of mechanisms to address Gender Based Violence (GBV) as obstacle to WEE and the promotion of positive social norms towards GEWE (Result 3 - AICS component).

## **TERMS OF REFERENCE**

**Professional position required: Team Leader Low 1 (Ref: "Determina Direttoriale AICS n. 28 of 5th February 2021)**

**Duty station:** Khartoum, with travels to Kassala, Gedaref and Red Sea States.

**Duration:** The contract will be up to 12 months, including a three-month probation period, with possibility of extension up to the end of the project (three-year project).

**Expected start of employment:** Within one month of the publication of the ranking list.

**Remuneration:** 51.356,80 plus cost of living and country risk allowances, corresponding to the remuneration established for Team Leader Low 1 referred to in Annex 2 of the Determina Direttoriale of the Italian Agency for Development Cooperation No. 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 Team Leader (Programme Technical Coordinator) provides support and reports directly to the Head of AICS Office in Sudan, with regards to the implementation of the Action. The Team Leader shall be responsible for the technical management of the activities provided for in Annex I "Description of the Action" of the Contribution Agreement. The Team Leader coordinates, from a technical point of view, the Programme Management Unit (PMU) in order to carry out the required activities and achieve the expected results.

In particular, the Team Leader will:

- Support the AICS Regional Office in the programme strategic management and in coordinating with the EU Delegation and EUTF Management, AICS Rome;
- Ensure full coordination with the contracting authority EU Delegation/Headquarter, the partner UN Women, and all the stakeholders ensuring the full alignment of the intervention to the national strategy and policies and the main international conventions;

- Lead the interaction between the PMU and implementing partners'/service providers, with regards to programmatic and security matters; relations with the national authorities at federal and state level, and with regard to administrative, procurement, legal, and financial compliance;
- Formulate and implement the Operational Plan of activities based on the provisions of Annex I "Description of the Action" of the Agreement - including: Programme operation and monitoring, implementation of grants and outsourced services, progress/interim reporting, relevant follow up action, and payment requests - under the supervision of the AICS Khartoum Head of Office, and in close collaboration with the PMU team members.
- Coordinate PMU operations, including (i) technical reporting (e.g. Quarterly Information Notes, Annual reports and final reports to be presented to the EU Delegation), (ii) preparation of Action related documents and contracts, as well as various terms of reference comprising those related to the selection of the other technical experts (short and long term), and the calls for grant awards; (iii) processing of tenders for service contracts and calls for proposals for grant awards, including preparation of tenders' technical specifications (according to the EU thresholds); (iv) interaction with grantees and service providers during contract execution; and,(v) initiate technical activities as Operational Initiator, in collaboration with the Roving Coordinator and PMU staff;
- Coordinate external technical assistance activities (e.g., capacity building, institutional development), and provide technical inputs during evaluation missions by external evaluators and by the Commission;
- Ensure systematic supervision on project implementation and report on intervention progress and challenges to AICS Head of Office. Provide assistance and facilitate internal and external Audits;
- Monitor the technical and financial implementation of the awarded contracts;
- Ensure the timely preparation of all technical reports (Annuals and final reports to be submitted to the EU Delegation), in close collaboration with the legal / administrative / financial Manager for the financial component;
- Provide technical assistance during appraisal missions of external evaluators and of EU Commission representatives;
- Coordinate the implementation of the Communication and Visibility Plan of the Action, in consultation with the project partner, and in collaboration with the PMU Communication and Visibility Officer, in accordance with the directives of the AICS Khartoum Head of Office. Promote communication and information activities, and assist the AICS Khartoum Head of Office in media relations, and in organizing launch/closure seminars related to the Action and the visits by the EU Delegation and other institutions, in order to facilitate the dissemination of good practice in relation to other projects managed by other Donors and/or the EU Delegation.
- Ensure coordination and synergies with all other Humanitarian and Development initiatives implemented by AICS and provide expertise for highest impact and results;
- Perform any other activity required for the correct implementation of the Program.

## **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 level university degree (level 7- European Qualification Framework EQF) in Economics, International Development or related fields areas. 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 7 European Qualification Framework EQF) will be considered when matched with qualified professional experience in the sector of intervention.

- d) At least 6 years of post-graduate working experience in multidisciplinary interventions focused on persons in conditions of vulnerability, with international, non-governmental organizations or CSOs, the EU, and governmental aid agencies; on project/programme management, strategic management, partnership building, stakeholder coordination and resource mobilization responsibilities.
- e) At least 3 years' post-graduate progressive experience in the Economic Development/ Women Empowerment Programs with managerial and coordination responsibilities with international organizations and/or governmental and non-governmental bodies, including CSOs and Local authorities.
- f) Fluency in written and spoken English: C1 European level.
- g) Fluency in written and spoken Italian: C2 European level.
- h) Proficiency in the use of Microsoft Office applications.
- 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

## **2.2 Preferred requirements**

- Experience in managing EU Delegation Agreements.
- Knowledge of the Italian and European procurement procedures (PRAG)
- Knowledge of Arabic
- Post-graduate degrees (Master-Doctorate) in disciplines related to the position.
- Previous working experience at the Directorate General for Development Cooperation and/or the Agency Italian for Development Cooperation;
- Specialized courses in international cooperation;
- Similar professional experience carried out in Islamic contexts;

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](mailto:recruitment.sudan@aics.gov.it) by **7<sup>th</sup> August 2021 at 12:00 (Central European time)**. The subject of the email must contain the vacancy announcement Code WE-RISE!/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 ab-

sence 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 organizational or financial needs

## **9. TRANSPARENCY**

This vacancy announcement is published on AICS Rome and AICS Khartoum.

Khartoum, 6th July 2021

**AICS Khartoum  
Deputy Director**