

PROFESSIONAL VACANCY ANNOUNCEMENT No. 1 PROJECT OFFICER IN-LAB /02/2021

PROJECT OFFICER - NATIONAL

Profile: Project Officer – National

Program: “IN-LAB – Economic empowerment and Integration of Persons with Disabilities to the Job Market”.

Applicable regulations:

Resolution of the Joint Committee of 19 November 2019 n. 101 “Criteria and methods for the selection of personnel not belonging to the Public Administration to be hired with a fixed-term private law contract ruled by the local law with reference to article 11.1 c) AICS statute”.

The Italian Agency for Development Cooperation (AICS) – Khartoum office, intends to recruit a National Project Officer in the framework of the “INLAB – Economic empowerment and Integration of Persons with Disabilities to the Job Market” in Khartoum (hereafter referred to as “the Program”), financed and executed by AICS Khartoum.

PROGRAMME DESCRIPTION

The Program, implemented by AICS, targets persons with disabilities, which represent one of the most exposed and vulnerable group to the economic and social situation. The initiative aims to support the authorities in improving the living conditions of persons with disabilities by promoting their economic empowerment and access to work, as an essential determinant of social inclusion.

The initiative, includes four levels of interventions: (a) technical assistance and capacity building to the institutions for the development and implementation of inclusive public policies, especially in the job market sector; (b) Enhanced economic opportunities for persons with disabilities – especially youth and women – to boost entrepreneurship, professional trainings and support to access to work; (c) empowerment of civil society organizations and organizations of persons with disabilities to strength their network. (d) Research component including policy-gap assessment and job market analysis in order to assess the strategic sector to employ persons with disabilities.

TERMS OF REFERENCE

Duty station: Khartoum

Duration: 12 months including a three-month probation period, renewable at the end of the project. Contract duration might be subject to project funds availability.

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



Remuneration: Euro 1700 month/gross.

Prohibition to engage in other activities: The selected candidate must not be in a situation of conflict, even potential, of interests that undermine 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 contract implies an exclusivity clause and the employee won't be allowed to carry out any other business/activity that could be in conflict with duties and ToR during the contract period.

The Administration reserves the right to verify, under penalty of exclusion and contract termination, the exclusivity clause compliance.

1. KEY FUNCTIONS

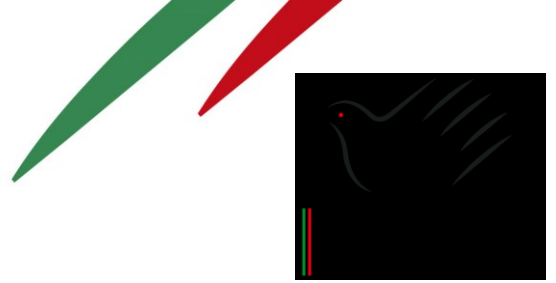
Under the supervision of the Program Technical Coordinator, the Project Officer will:

- Support the coordination of all activities included in the program;
- Assist in coordinating activities and mainstreaming of social inclusion in social development and resilience actions in support of the most vulnerable groups;
- Plan and coordinate the program's actions in social inclusion of people with disabilities, with a specific focus on equal opportunities and access to the job market;
- Facilitate relations and information sharing with institutional counterparts, organize meetings for the Program Coordinator;
- Contribute to the elaboration of an integrated approach and synergy among other initiatives and/or projects implemented by AICS;
- Contribute to the promotion and mainstreaming of the rights of people with disabilities across all initiatives implemented by AICS Khartoum;
- Provide punctual written reports in English, according to the reporting timeframe established by the Program Coordinator;
- Promote the program at all levels and suggest ways to increase its visibility;
- Perform any other task required by the project office.

2. REQUIREMENTS

2.1 Essential requirements:

- Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years);
- Master degree in Sociology, Political Science and/or Social Science or any related discipline with at least 2 years of professional experience. Alternatively, Bachelor degree in the same disciplines with at least 4 years of professional experience;
- English both written and spoken B2 European Level
- Arabic, if not mother tongue C2 International Level.
- At least 2-year experience in development cooperation programs with focus on strengthening Organizations of persons with disabilities (OPDs) and local NGOs active in the promotion of social inclusion and diversity standards in challenging socio-political environment;



- Good knowledge of main software tools (Microsoft Office above all);

2.2 Preferred requirements

- Previous work experience with national or international stakeholders in charge of social inclusion/inclusive policies with focus on inclusion of persons with disabilities
- Previous experiences in AICS, International Agencies/INGOs or NGOs with international donors
- Knowledge of EU procurement procedures (PRAG)

Qualified women candidates are highly encouraged to apply.

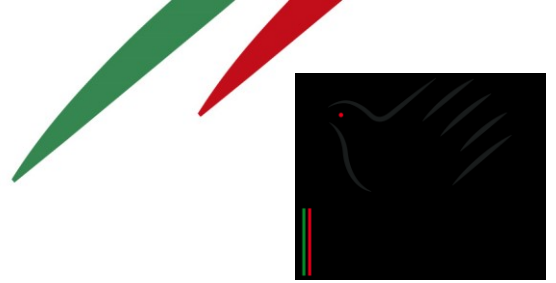
Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, 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 number of 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);
- d) Citizenship;
- e) Availability to perform all the required duties;
- 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 professional experience required by the selection notice;
- k) To have English knowledge both written and spoken B2 European Level
- l) To have Arabic knowledge, if not mother tongue, C2 International Level
- m) To have good knowledge of the main software tools (Microsoft Office)



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 be written in English, including:

- 1) Signed Curriculum in English
- 2) Signed Motivation letter in English
- 3) Signed Legally Binding Self-declaration
- 4) Copy of valid passport/ID card

The applicant should also provide a telephone number 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 by **01 November 2021 at 12:00** (Khartoum time):

- in non-modifiable pdf format to the following email address: recruitment.sudan@aic.gov.it. The subject of the email must contain the vacancy announcement Project Officer **INLAB/02/21 + name of the applicant**

Or:

- In closed envelope to **Italian Development Cooperation Office, Street 33, Al Amarat – Khartoum – Sudan Khartoum.**
Please mark the outside of the envelope with **PROJECT OFFICER + INLAB PO/02/21**

Please note that only complete applications received within the deadline will be accepted and considered.

For the applications sent by mail or courier, the postmark date will serve as a proof (applications sent before the time limit, but received after 5 days from the deadline will not be accepted).

1. EXCLUSION FROM SELECTION PROCEDURES

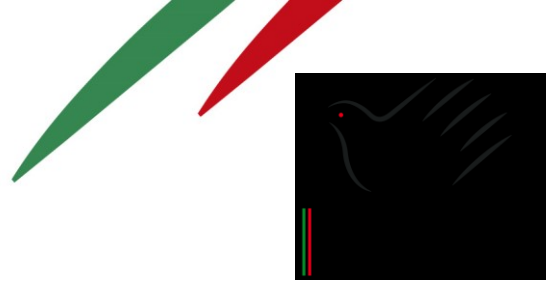
The following will determine exclusion from the selection procedure:

- 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;

2. 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)

- Studies above the requested essential requirements up to 10 points
- Language and communication 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 and practical test. A maximum score of 30 points can be attributed. The interview will be carried out 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 will be communicated by telephone to the number 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 drawn which includes only candidates with an overall score above 60% of the maximum attributable points (60 points).

3. 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 1 additional year whenever deemed necessary for the implementation of the initiative. In case of a decline by the winning candidate or an early termination of the contract, AICS may assign the position to the next candidate in the ranking list.

In the event of equal scoring, the youngest either female candidate will be preferred.

The ranking list is published on AICS and AICS Khartoum Office website.

The employment contract foreseen the signature of the Italian Agency for Development Cooperation Code of Ethics and Behavior of staff by the employee according to art. 11, comma 1, let. C) of the Ministry Decree n. 113 July 22nd 2015.



4. PROTECTION OF PRIVACY

The submission of applications by a candidate implies consent to the use of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and for the purpose of the selection process. The data processor is the head of AICS Khartoum.

5. 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.

6. TRANSPARENCY

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

Khartoum, 12.10.2021