



PROFESSIONAL VACANCY ANNOUNCEMENT No. MAYO UP/01/2021

ADMINISTRATIVE ASSISTANT

Profile: ADMINISTRATIVE ASSISTANT

Program: “Mayo Up”.

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 an ADMINISTRATIVE ASSISTANT in the framework of the “MAYO UP – Mayo Community Stabilisation Project” AID 11813 in Khartoum (hereafter referred to as “the Program”), financed and executed by AICS Khartoum.

PROGRAMME DESCRIPTION

The initiative contributes to improve the living conditions of the population in the Mayo open areas, improving the delivery of fundamental health and education services, strengthening the resilience mechanisms of the population and promoting social cohesion and community stabilisation. The program is implemented under the responsibility of the AICS Khartoum Office in close collaboration with the Sudan Disarmament Demobilization and Reintegration Commission (SDDRC), Jabel Awlia Locality, CBOs and local NGOs and other international partners.

TERMS OF REFERENCE

Duty station: Khartoum

Duration: The contract is for 12 months including a three-month probation period and will be extended up to the end of the project, with no derogations on duration terms either extension. Contract duration might be subject to project funds availability.

Expected start of employment: October 2021 and/or within one month of the publication of the ranking list.

Remuneration: Euro 700 net salary (Part Time).

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

The candidate is requested to work under the supervision of the Program Technical Coordinator and Administrative Coordinator, showing commitment and competence as administrative assistant, reliability, punctuality and adherence to AICS internal regulations and rules of conduct.

The administrative assistant will be responsible for assisting AICS Administrative office in the overall management of project activities and he/she will be directly responsible for:

- Contribute to the overall success of the office's work, under the supervision of the Programme Coordinator, AICS administrative Coordinator and AICS Head of Office;
- Support AICS administrative Office on accounting and financial administration, preparing, reviewing the periodic reporting to AICS Rome;
- Assist the project's staff, operationally and procedurally, in the drafting of administrative documents;
- Translating administrative documents from Arabic into English or Italian and vice versa;
- Ensure the correct archiving of the program documentation both in hard copy and in electronic format;
- Undertake other duties and assist as required by the Programme Manager, AICS Admin Coordinator and the Head of AICS Khartoum.

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:

- Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years)
- Medically fit for employment;
- Bachelor's degree in computer science, political science, economics, public relations or similar areas;
- At least 1 year of experience in administrative office and secretary work
- Arabic, if not mother tongue, C2 European Level
- Italian, if not mother tongue, both written and spoken, B2 European level.
- English both written and spoken: B2 European level.
- Good command of main software tools (Microsoft Office).



2.2 Preferred requirements

- 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.

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 according to the legal binding statement. 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) 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 the knowledge of Arabic, both written and spoken, at C2 European Level
- m) To have the knowledge of Italian, both written and spoken, at B2 European Level
- n) To have the knowledge of English, both written and spoken, at B2 European Level
- o) To have command 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:

1. Signed Curriculum vitae in Europass format and 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 18.10.2021 at 12:00 (Khartoum time):**

- in non-modifiable pdf format to the following email address: recruitment.sudan@aics.gov.it. The subject of the email must contain the vacancy announcement **MAYO UP/01/2021**

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 and MAECI

Khartoum, 04.10.2021

**AICS Khartoum Head of Office
Michele Morana**