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**PROFESSIONAL VACANCY ANNOUNCEMENT No.
23_12303_2022_WERISE**

FINANCE AND ADMINISTRATIVE OFFICER

Profile: Finance and Administrative Officer (Expert L4)

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".

Decree of the Director of the Italian Agency for Development Cooperation no. 28 of 05 February 2021.

Program Description:

The Program, jointly implemented by AICS and UN Women, is part of the special allocation 2019-2020 channelled 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).

The Italian Agency for Development Cooperation (AICS) – Khartoum office,



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intends to recruit a Finance and Administrative Officer (Expert L4)

CONTENTS AND PURPOSE OF THE ASSIGNMENT

Professional Profile: Finance and Administrative Officer

Duty station: Khartoum

Type of Contract: Fix term contract according to local legislation following the principle of the Italian law.

Remuneration: salary, benefits and other conditions are offered in accordance with AICS rules and regulations. The remuneration corresponds to 37.519,00 EURO gross per year plus cost of living and risk allowance (Expert L4). The remuneration is subject to the fiscal residency of the applicant. (Ref: “Determina Direttoriale AICS n. 28 of 5th February).

Contract duration: 12 months renewable up to the end of the project including three months of probation period.

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

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 Administrative/Financial Officer provide a support in the administrative and financial management of the Program, aspects for the correct implementation of the Action. S/he will report directly to AICS Khartoum Admin Coordinator and Project Team Leader.

The Finance, Admin and Procurement Officer will be responsible for the accuracy, completeness and compliance of all financial and admin processes which fall under their responsibilities, in accordance with AICS and Donor procedures.

Manager implements the following tasks:

- Planning, implementation and reporting of the financial budget of the Programme in collaboration with the Team Leader, AICS Khartoum Admin Coordinator and with the collaboration of the Project Roving Coordinator.
- Initiating expenditure execution operations with regards to procurement and grant contracts signed by AICS Head of Office.
- Record expenses, currency movements, and processes reports through the dedicated application system;
- Supports in the financial monitoring of grants and verifies the grant beneficiaries' financial statements and assists grant beneficiaries in their expenditure reporting processes.
- Contributes in the preparation of the annual and final financial reports and supports the in any other financial reporting task and during the Audit procedures (internal and external).



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- Contributes to AICS expenditure reports and prepares the requests for payment to accompany each Annual Report to the EU.
- Provide assistance during the audit procedures (internal and external).
- Performs other duties as required.

2. REQUIREMENTS

Candidates will be considered eligible for selection on the basis of the following essential requirements, to be fulfilled by the deadline for applications:

2.1 Essential requirements

- 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) To have acquired the academic qualification required by the selection notice;
- d) To have acquired the professional experience required by the selection notice;
- e) Excellent knowledge of English and Italian language;
- f) To have knowledge and consistent effective use of the main Microsoft Office applications.
- g) Master's degree (level 7 - European Qualification Framework EQF) in business administration, finance, and accounting or other relevant discipline. Other degrees/diplomas (level 7 European Qualification Framework EQF) may be accepted if supported by a qualified professional experience in the sector of intervention of at least 3 years;
- h) At least five (5) years of working experience as officer/ expert in consultancy/administrative/financial sector. The proven experience carried out in the administrative sector can be evaluated for the purpose of achieving the requirement set in article 2.1.A. (other fields degrees supported by qualified experience) only for the period exceeding 4 years.
- i) Proficient computer skills including Microsoft programs, spread sheets, Email (Outlook) and internet
- j) To have a written and spoken knowledge of English language, at least level C1 of the Common European Framework of Reference for Languages.
- k) To have a written and spoken knowledge of Italian language, at least level C2 of the Common European Framework of Reference for Languages.
- l) 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

The requirements set out in this Article shall be met throughout the duration of the contract

2.2 Preferred requirements

- a) Previous experience in management of EU funds, EU financial report, cash flow reconciliation;
- b) Previous experience on procurement and grant award procedures applying to EU external actions (PRAG)
- c) Previous experience in handling audit control process or expenditure verification;



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- d) Previous experience within the Italian Cooperation (DGCS, AICS)
- e) Knowledge of relevant accounting software (Ge.co.pro., Si.GOV is an asset);

3. HOW TO APPLY

3.1 In the application, drawn up in the form of a self-declaration of certification pursuant to the art. 46 and 47 of Presidential Decree no. 445 of 28.12.2000, candidates must declare under their own responsibility:

- a) Surname, name, date and place of birth;
- b) Residence;
- c) Citizenship;
- d) Full enjoyment of political and civil rights;
- e) Absence of convictions for any criminal offence and absence of any pending criminal and accounting offences both in Italy and abroad;
- f) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;

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.

3.2 The application shall also include:

- 1) Motivation letter in English dated and signed
- 2) Copy of valid passport/ID card
- 3) Curriculum vitae in Europass format and in English dated and signed including authorization to process personal data, with a precise time indication of the professional experience relevant to this notice, without overlapping
- 4) Self-declaration as per paragraph 3.1 dated and signed

The applicant should also provide a telephone number, a home address and an email for communications. The applicant must communicate any changes occurring after the submission of the application for this vacancy.

The application, duly dated and signed, should be submitted in non-modifiable pdf format to the following email address: recruitment.sudan@aics.gov.it by **08/08/2022 at 12:00 (Central European time)**.

The subject of the email must contain the vacancy announcement Code **23/12303/2022_WERISE**

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.



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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. S/he 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.



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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 website.