



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. 26/12113/2022

### COMMUNICATION ASSISTANT

**Vacancy announcement** Ref: 26/12113/2022

**Profile:** Communication Assistant (national)

**Program:** T05-EUTF-HOA-SD-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" (General Law in International Development Cooperation). The decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015 n. 113 as amended, entitled, "Statuto dell' Agenzia italiana per la Cooperazione allo Sviluppo" (Statute of the Italian Agency for Development Cooperation) and in particular article 11, paragraph 1, letter c).

Resolution of the Joint Committee of 19 November 2019 n. 101, approving the document "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" (Criteria and modality for the selection of personnel, not belonging to the Public Administration, to be recruited by a private law contract with predetermined duration in line with local right, as per article 11, section 1, letter c) of AICS statute), and repealing the previous resolutions n. 156/2016, 91/2017 and 171/2017.

Decree of the Director of the Italian Agency for Development Cooperation n. 28 of 05 February 2021.

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

intends to recruit a Communication Assistant

### **1. CONTENTS AND PURPOSE OF THE ASSIGNMENT**

**Professional Profile:** Communication Assistant

**Duty station:** Khartoum with travels to the area of intervention Nyala and El Fasher

**Type of Contract:** Contract of Employment for Carrying out a Particular Job under article 29/1 of the Labour Act, 1997



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**Gross Annual Remuneration:** Euro 19.200

**Contract duration:** 12 months renewable up to the end of the project including 2 months' probation period

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

**Objective of the assignment:** Under the supervision of the Head of Office and the Project Team Leader, the Communication assistant will be in charge of all the project communication activities on going in Khartoum and other area of intervention

### **Job description:**

Under the direct supervision of the Team Leader and the Communication Unit, the Assistant will be responsible for:

- Realize – through adequate IT programme - the layout and graphic design ready to print for communication materials such as banners, reports, presentations, brochure, audio-visuals and leaflets in the framework of the HealthPRO project in coordination with the Communication officer and the team leader of the project
- Realize video and editing them in different format and with subtitles in Arabic and or English
- Guarantee the realization of document in Arabic and English
- Perfect knowledge of InDesign and Photoshop and other Design and Publication IT programme
- Collaborate in development of the informational and promotional material on AICS projects.
- Support – under the supervision of the Program Manager - the realisation of the Annual Report.
- Support – under the supervision of the Program Manager and the Communication officer - the update of the AICS website and related social media pages (FB, Twitter, Instagram, LinkedIn).
- Ensure the visibility of AICS in the country through the proposal of visibility materials, support the organisation of events/workshops
- Assist the Communication officer in strengthening relations with local media and in the organization of press releases.
- Organize and update the local press information regarding relevant themes and news for Italian Development Cooperation and assist in the organization of the local contacts database.
- Liaises with printing and design companies, edits design when required.
- Assist in all sectoral activities that could be relevant for the coordination of the communication activities.
- Any other tasks that might be requested related to the communication and visibility sector
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All the aforementioned activities will be conducted according to Programme Management instruction and coordination (AICS Khartoum Director, Programme Manager, Communication Unit).



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The visibility of AICS and EU guidelines during the whole phase of implementation must be guaranteed and following the Visibility & Communication plan of the program.

## 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:

- a) Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years);
- b) Being 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) To have knowledge and consistent effective use of the main Microsoft Office applications.

### 2.1 Essential Requirements:

- f) Degree in Communications, Journalism, Media Studies, or a related field. Other degrees/diplomas (Level 6 European Qualification Framework EQF) will be considered if supported by a qualified professional experience in the sector of intervention of at least 2 years;
- g) English both written and spoken C1 European Level
- h) Arabic, if not mother tongue C2 International Level.
- i) At two (2) years of work experience on communications, editing and social media management.
- j) Experience working with graphic design tools such as Adobe Photoshop, Adobe Illustrator and InDesign;
- k) Strong MS Office and the ability to use PowerPoint;

### 2.2 Preferred requirements

- l) Previous experience working in the field of development with INGOs, UN agencies or Cooperation agencies;

## 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;



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- 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

All documents need to be dated and signed by the applicant.

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 application and all attachments should be received **before 13:00 (UTC+2) on the 06/09/2022** with the following modalities: **recruitment.sudan@aics.gov.it**

The subject of the email must contain the vacancy announcement number **26/12113/2022**.

## 4 EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- a) Applications made without having all requirements described in this announcement;
- b) Applications received after the deadline stated in this announcement.
- c) Application 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 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 might assess also with practical tests, 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).

## 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 1



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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.

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 22<sup>nd</sup> 2015.

## **7 PROTECTION OF THE 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.

## **8 PROTECTION CLAUSE**

At any stage of the selection process, the Italian Cooperation Agency in Khartoum has the right at its own complete discretion to terminate the recruitment process.

## **9 TRANSPARENCY**

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