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الإتحاد الأوروبي

**WE-RISE! Women's Empowerment  
for Resilience, Inclusion,  
Sustainability and Environment**  
T05-EUTF-HOA-SD-96-02



## **PROFESSIONAL VACANCY ANNOUNCEMENT N. WE-RISE! 38/12303/2022**

### **PROJECT OFFICER**

**Vacancy announcement Ref: WE-RISE! 38/12303/2022**

**Profile:** Project Officer – National

**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'Agencia italiana per la Cooperazione allo Sviluppo" ed in particolare in capo terzo, articolo 11, comma 1, lettera c).

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

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 GEWE Project Officer in the framework of the Program AID 12303 "WE-RISE! Women's Empowerment for Resilience, Inclusion, Sustainability and Environment" (hereafter referred to as "the Program"), financed by the European Union (EUTF), implemented by AICS Khartoum and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) Country Office.

#### **PROGRAM 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 and other socially excluded groups, living in the most vulnerable situations

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in Khartoum, Kassala, Gedaref and the Red Sea States through financial inclusion schemes, strengthening of women's entrepreneurial capacities and promotion of positive social norms, in a period of 36 months (Feb-2021 - Jan-2024).

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 the enhancement of women's entrepreneurial capacities in farming, livestock, forestry and marine products and women's leadership skills for effective engagement in economic activities and public spaces to guarantee their effective engagement in value chain and gender inequality patterns transformation (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,**  
intends to recruit a: Project Officer – National

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

### **TERMS OF REFERENCE**

**Professional Profile:** Project Officer - National

**Duty station:** Khartoum

**Type of Contract:** Contract of Employment for Carryng out a particular job under article 29/1 of the Labour act. 1997.

**Gross Annual Remuneration:** Euro 20.400,00

**Contract duration:** 12 months - including the two-month probationary period. With possible extension, subject to needs, availability of funds and satisfactory performance.

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

**Objective of the assignment:** The Project Officer will contribute to

## 1. KEY FUNCTIONS

Under the technical supervision of the PMU and direct managerial supervision of Team Leader/Program Technical Coordinator, the Project Officer will:

### Summary of key functions:

- Effective and accurate management support to project activities, including preparation of relevant logistic and procurement actions.
- Administration support to the PMU and regular interaction with AICS offices in Sudan (e.g. offices' expenses);
- Facilitate relations and information sharing with counterparts, organize meetings for the Team Leader/Program Technical Coordinator.

### Assist the effective implementation of the project and procedures for:

- Follow up of project activities, financial and technical reporting, following AICS and EU procedures;
- Supervise and coordinate the tasks' performance of the State Project Officers;
- Assist the supervision of implementing partners' activities in Khartoum and in the other States;
- In consultation with the PMU, contribute to setting targets and monitoring project results and progress;
- Assist the Team Leader/Program Technical Coordinator in the organization, preparation and archiving of procurement-related documentation for services, supply and grants - hard and soft copies (terms of reference, tender dossiers, contracts, addenda, administrative notes, and all the other relevant documents);
- Support the PMU in adopting the internal expenditures' control system.

### Contribute to knowledge building and information sharing

- Assist the Technical Advisor in liaising and working with project partners and non-government stakeholders to ensure effective interface between project planning and implementation in the local context.
- Under the supervision of Technical Advisor undertake risk analysis of the geographical target areas.



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**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.

## 2. REQUIREMENTS

- Age not exceeding (at the time of signing the contract) the one 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);
- Being medically fit for employment;
- To have acquired the academic qualification required by the selection notice;
- To have acquired the professional experience required by the selection notice;

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

### 2.1 Essential Requirements:

- Master degree in Sociology, Political science and/or Social Science or any related discipline with at least 1 year of professional experience. Alternatively, Bachelor degree in the same disciplines with at least 2 years of professional experience in the sector required;
- Arabic, if not mother tongue C2 International Level.
- English both written and spoken B2 European Level
- At least 4-year experience in development cooperation programs, working with CSOs and local NGOs, having gained familiarity with donors' guidelines and requirements (INGOs and/or Governmental Development Agencies and/or EU and/or UN Agencies), especially in managing partners in program delivery;
- At least 2-year experience in strengthening CSOs and local NGOs active in the promotion of gender equality, inclusivity, women's empowerment;
- Proven experience in programme and project planning and monitoring;
- Good knowledge of main software tools (Microsoft Office above all);

### 2.2 Preferred Requirements:

- Previous experience with programmes related to women's economic empowerment;
- Previous experience in the prevention and elimination of GBV and/or traditional harmful practices;
- Previous experiences in AICS, International Agencies/INGOs;
- Knowledge of European procurement procedures (PRAG);
- Italian both written and spoken B1 European Level.



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### Interpersonal skills:

- Capacity to work in a multicultural environment
- Capacity to work under stressful conditions
- Problem-solving skills
- Team-building skills
- Growth-oriented personality

## **3. HOW TO APPLY**

**3.1** The submission of the application duly signed should indicate the number of the vacancy announcement. The application shall be written in English and include a **Legally Binding Self-declaration**, according to art. 46-47 of Italian D.P.R. 28.12.2000 n. 445/ from a) to i), indicating:

- a) Surname, name, date and place of birth;
- b) Residence;
- c) Citizenship;
- d) Age not exceeding (at the time of signing the contract) the one 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);
- e) Full enjoyment of political and civil rights;
- f) Absence of convictions for any criminal offense and absence of any pending criminal and accounting offenses both in Italy and abroad;
- g) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
- h) 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.
- i) To have a written and spoken knowledge of English language, at least level B2, of the Common European Framework of Reference for Languages;
- j) To have a written and spoken knowledge of Arabic language, if not mother tongue at least level C2 of the Common European Framework of Reference for Languages;
- k) 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.

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.



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**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 12:00 (UTC+2) on the **24<sup>th</sup> of November 2022** with the following modalities: **recruitment.sudan@aics.gov.it** mentioning in the subject the vacancy number **WE-RISE! 38/12303/2022**;

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number **WE-RISE! 38/12303/2022**

#### **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

#### **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.





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## **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.

The employment contract foresees 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.



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## **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 the website of AICS and AICS Khartoum.

Khartoum, 8<sup>th</sup> November 2022