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PROFESSIONAL VACANCY ANNOUNCEMENT No. 37 - 12113_2022_HEALTH PRO

PROJECT OFFICER

Vacancy announcement Ref: 37_12113_2022_HEALTH PRO

Profile: Team Leader Low 2

Program: T05-EUTF-HOA-SDN-73-01- "Humanitarian Development Nexus: Strengthening a Decentralized Health System for protracted displaced population (HealthPro) in Al Fasher and Nyala".

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.

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

intends to recruit a Team Leader Low 2

Professional Profile: Team Leader Low 2

Duty station: Khartoum, with frequent travels to the areas of intervention (Darfur States)

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 53.691,20 EURO gross per year plus cost of living and risk allowance (Exp. Low 2).

Contract duration: 7 months with possibility of extension including the one-month probationary period.

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

Objective of the assignment: The Programme Coordinator leads the Project Management Unit in the overall implementation and supervision of activities

Job description:

The Programme Coordinator implements the following tasks:

- ♦ Lead the process of the implementation of the M&E plan, by monitoring programme activities, results and indicators, and managing regular capacity building workshops for team and partners.
- ♦ Perform a regular revision of log frame, M&E, Communication and Risk Analysis plans, ensuring that gender and inclusivity are properly mainstreaming across the frames/plans;

- ♦ Following up and monitoring the current grant contracts, approval of interim and final reports and preparing all the documents of the payments;
- ♦ Liaise with EU Delegation regarding the implementation of the Action, in collaboration with AICS Khartoum and AICS Rome;
- ♦ Ensure full coordination with Federal and States Ministry of Health MoH, Locality Health Authorities, Health Partners and Institutional Stakeholders;
- ♦ Ensure full alignment of the intervention to Sudan National Health Policy, strategies and programs;
- ♦ Formulate / implement the General Operational Plan of the program in close coordination with the Program Management Unit, in particular with the Program Legal/Administrative/Financial Manager and under the supervision of AICS Khartoum Head of Office;
- ♦ Manage, in coordination with the Program Legal/Administrative/Financial Manager, the Budget of the Action following AICS Head of Office instructions and under the supervision of AICS Khartoum administrative Office;
- ♦ Initiate technical activities as Operational Initiator;
- ♦ Coordinate technical assistance activities (i.e. capacity building at community and institutional levels based on priorities of national counterparts);
- ♦ Prepare the terms of reference (ToR) for the selection of technical experts for long and short missions;
- ♦ Prepare technical specifications for grants, tenders and calls for proposal for services, works and supplies contracts in coordination with the Program Legal/Administrative/Financial Manager and Procurement officer;
- ♦ Ensure systematic supervision on project implementation and report on intervention progress and challenges to AICS Head of Office and the Operational Verifier;
- ♦ Monitor the technical and financial implementation of the awarded contracts;
- ♦ Ensure the timely preparation of all technical reports (Annuals and final reports to be submitted to the EU Delegation), in close collaboration with the legal / administrative / financial Manager for the financial component;
- ♦ Provide technical assistance during appraisal missions of external evaluators and of EU Commission representatives;
- ♦ Provide assistance and facilitate internal and external Audits;
- ♦ Promote communication and visibility activities, according to EU and AICS guidelines and the Agreement's Communication Plan, under the supervision of AICS Khartoum Head of Office (ie. Media relations, organization of events and EU Delegation and / or other institutional visits);
- ♦ Ensure coordination and synergies with all other Humanitarian and Development initiatives implemented by AICS and provide expertise for highest impact and results;
- ♦ Perform any other activity required for the correct implementation of the Program.

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

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), or by Italian regulations for candidates' subject to the Italian social security system (67 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) Excellent knowledge of English and Italian language.
- f) To have knowledge and consistent effective use of the main Microsoft Office applications.

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

2.1 Essential requirements

- A) Master degree in political science, International Cooperation and/or Social Science.
Any other Master degree in different fields (level 7 European Qualification Framework EQF) will be considered if supported by a qualified professional experience in the sector of intervention of at least 3 years;
- B) At least three (3) years of prior experience in coordinating development/emergency programs with international organizations, governmental and/or non-governmental bodies in in the Health sector and or Social Protection in developing countries/crisis situations. The proven experience carried out in the vacancy 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 3 years;
- C) Proficient computer skills including Microsoft programs, spread sheets, Email (Outlook) and internet
- D) To have a written and spoken knowledge of English language, at least level C1 of the Common European Framework of Reference for Languages.
- E) To have a written and spoken knowledge of Italian language, at least level C2 of the Common European Framework of Reference for Languages.
- F) 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

2.2 Preferred requirements

- Higher academic qualifications (University Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in point 2.1.A
- Demonstrated professional experience with EU procurement procedures (PRAG);
- Previous professional experience in international cooperation activities in countries in Africa
- Professional experience in DGCS/MAECI and/or AICS;
- Arabic knowledge B1 level (Common European Framework of Reference)

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 applications, duly dated and signed, should be submitted in non-modifiable pdf format to the following email address: recruitment.sudan@aics.gov.it by **27th November 2022 at 12:00 (Khartoum time)**.

The subject of the email must contain the vacancy announcement Code **37_12113_2022_HEALTH PRO**

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.
- d)

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.

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.

Khartoum, 06th November 2022