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**ALLEGATO C.** alla D.D. AICS n. 454 del 21/12/2022 e ss.mm.ii.

“Schema di Avviso di selezione per l’assunzione di personale ai sensi dell’art. 11, comma 1, lett. c) del D.M. 22 luglio 2015, n. 113”.



## *Italian Agency for Development Cooperation*

### **PROFESSIONAL VACANCY ANNOUNCEMENT**

**FOR THE RECRUITMENT OF FIXED-TERM CONTRACT PERSONNEL**

**AICS KHARTOUM OFFICE**

**THE OFFICE HAS BEEN TEMPORARY ALLOCATED IN ADDIS ABEBA**

<b>COD. AVVISO:</b>	AICS Khartoum_08/12303/2024
<b>QUALIFICA:</b>	Expert
<b>PROFILO:</b>	Finance and Administration Expert
<b>LIVELLO:</b>	Low
<b>PROGRAMMA/PROGETTO:</b>	WE-RISE! Women empowerment for Resilience, Inclusion, Sustainability and Environment
<b>AID:</b>	12303

**WITH REGARD TO** the Italian Law on International Law on International cooperation (Law No. 125/2014 of 11 August 2014)”;

**WITH REGARD TO** the “Statute of the Italian Agency for Development Cooperation”, approved by the Decree of the Ministry of Foreign Affairs and International Cooperation n.113 of 22 July 2015, in particular art. 11, let. C) and following;

**WITH REGARD TO** The “Organisational Regulation of the Italian Agency for Development Cooperation” approved by the Decree of the Italian Ministry of Foreign Affairs and International Cooperation n.2438 of 15th December 2015, in particular art. 5 clause 4;

**WITH REGARD TO** the Resolution of the Joint Committee n.101 of 19<sup>th</sup> November 2019 and in particular its



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Annexe “Criteria and modalities for the selection of non-public administration personnel to be hired with a fixed-term private law contract governed by local law referred to in article 11, clause 1 letter c) of the AICS Statute;

**WITH REGARD TO** the Decision n.454 of 21 December 2022 of the Director of the Italian Agency for Development Cooperation (hereinafter “AICS”) concerning the “Adoption of the contract regulations for the fixed-term local private law jobs stipulated by the field offices on the Italian Agency for Development Cooperation pursuant to art. 11, clause 1. Let c) of the Decree of the Ministry of Foreign Affairs and International Cooperation n.113 22<sup>nd</sup> July 2015”, and subsequent amendments and additions, including its annexes;

**THE HEAD OF AICS KHARTOUM OFFICE**

**ANNOUNCES**

A selection procedure for fixed-term staff, pursuant to art.11, clause 1, letter c) of the Decree of the Minister of Foreign Affairs and International Cooperation n.113 of 22<sup>nd</sup> July 2015, according to the specification indicated below:

**1. CONTENT AND PURPOSE OF THE ASSIGNMENT**

POSITION	Finance and administration Expert WE-RISE! Project – Expert Low
WORKPLACE	AICS Khartoum Office.  With reference to the Ministerial Decree n. 0001866 of 27/06/2023 AICS Khartoum office has been temporary moved from Khartoum to Addis Abeba.  The Place of work can be modified by the Head of Office subjected to authorisation of AICS Rome, during the contractual validity period for public interest reasons, and according to the local law.
TYPE OF CONTRACT	Fixed-term employment contract under the Sudanese Law
PROBATIONARY PERIOD	2 months
WORKING HOURS	36 hours per week



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DURATION OF THE ASSIGNEMENT	12 months
TERMS OF REFERENCE	<ol style="list-style-type: none"> <li>1. Planning, implementation and reporting of the financial budget of the Programme in collaboration with the Team Leader, AICS Khartoum Admin Coordinator and the collaboration of the M&amp;E Officer.</li> <li>2. Following the disbursement of instalments from the EU, the request for fund disbursement to the Khartoum headquarters and the partner UN Women.</li> <li>3. Record expenses and currency movements and process reports through the dedicated application system (SIGOV - GECODELUE);</li> <li>4. Supports the financial monitoring of grants, verifies the grant beneficiaries’ financial statements, and assists them in their expenditure reporting processes.</li> <li>5. Preparations for the No Cost Extension request and the expected addendum in the first months of next year in coordination with the Team Leader and M&amp;E.</li> <li>6. Contributes to preparing the annual and final financial reports and supports them in any other financial reporting task and during the Audit procedures (internal and external).</li> <li>7. Contribute to AICS expenditure reports and prepare the requests for payment to accompany each Annual Report to the EU.</li> <li>8. Management of office expenditure administration in the States (Gedaref, Port Sudan, and Kassala) in coordination with the administrative assistants in the States, the Treasurer, and the Team Leader, and in collaboration with other administrators and project officers.</li> <li>9. Initiating expenditure execution operations concerning procurement and grant contracts signed by the AICS Head of Office.</li> <li>10. Assist with the audit procedures (internal and external).</li> <li>11. Update on the past and current status of the GECODELUE accounting system (which has remained pending since 2021).</li> <li>12. Request for disbursement of instalments from the EU.</li> <li>13. Annual Financial Reporting of the project to the EU by January 31, 2024.</li> <li>14. Financial and administrative closure of the project (including audit and final handover to the European Union and AICS).</li> <li>15. Performs other duties as required.</li> </ol>



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ANNUAL GROSS COMPENSATION (ALL- INCLUSIVE)	<u>Gross annual salary:</u> euro 41.688,00 <u>Gross annual allowances</u> (recognized only if the tax residency of the employee is not established in Sudan or Ethiopia) euro 50.749,00 euro
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The Gross annual salary (RAL) cannot be subjected to any change for the entire duration of the employment contract.

The allowances, where applicable, are subject to a periodic review in relation to the trend of the terms of reference defined by art. 5 of the annex to the Resolution of the Joint Committee n.101 of 19<sup>th</sup> November 2019 and, consequently, may be subject to increases or decreases during the contractual validity period.

The selected candidate, during the period of validity of the contract signed with AICS, will be subject to an exclusivity clause and will therefore not be authorized to carry out any other works, in any form and even outside working hours, pursuant to art.11, clause 3 of the Ministerial Decree n.113/2015.

## 2. REQUIREMENTS

The essential requirements indicated below must be met by the candidate by the deadline set for the submission of applications.

### 2.1. Essential requirements

- a) Being at least 18 years old;
- b) Being medically fit for the employment;
- c) Full enjoyment of political and civil rights;
- d) Not having sustained, in the three year period proceeding the date of expiry of the present vacancy announcement, an insufficient performance assessment (“scarce” or “insufficient”) in the frameworks of employment contract signed with AICS;
- e) Absence of convictions for any criminal offence and preventive measures, as well as any pending criminal or accounting charge, both in Italy and abroad;
- f) Not having been dismissed, dispensed, declared lapsed or fired from employment in a Public Administration, both in Italy and abroad;
- g) Master’s Degree (at least 5 years) in Finance, Economics, Statistics or similar field of Study.

OR



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Master’s Degree (at least 5 years) in any other field of study along with at least 5 years of professional working experience in finance and/or administration.

OR

Bachelor’s Degree (at least 3 years) in Finance, Economics, Statistics or similar field of Study along with at least 3 years of professional experience in finance and/or administration.

OR

Bachelor’s Degree (at least 3 years) in any other field of study along with at least 8 years of professional experience in finance and/or administration.

- h) At least 2 years of relevant working experience as Finance and/or administration officer in International Cooperation projects/programmes;
- i) Proficiency level in written and spoken English (C1 level – Common European Framework of Reference);
- j) Proficiency level in written and spoken Italian (C1 Level – Common European Framework of Reference);
- k) Knowledge and consistent effective use of the following IT office software: Microsoft Office products (Word, Excel, Outlook).

## **2.2. Preferential requirements:**

The following requirements are considered as preferential requirements and they will be evaluated for the purpose of assigning the score referred to art.4.2. below, under the heading “*other qualifications of professional skills relevant for the fulfilment of the assignment*”:

- Relevance and pertinence of the professional experience, wherever acquired, suitable for the fulfilment of the assignment:
  - a) Professional experience in finance and/or administration in International Cooperation projects/programmes exceeding the minimum requested in point 2.1. letter h);
  - b) Previous professional experience in managing EU- funded projects;
- Relevance and pertinence of the professional experience, acquired in an AICS office, suitable for the fulfilment of the assignment:
  - c) Professional experience working for the Italian Agency for Development Cooperation (AICS);
- Language and IT skills:
  - d) Higher level of written and spoken English than required in point 2.1. letter i);



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- e) Higher level of written and spoken Italian than required in point 2.1. letter j);
- Other qualifications of professional skills relevant to the fulfilment of the assignment:
  - f) Office management experience and ability to liaise with staff, in person and remotely;

### 3. HOW TO APPLY

#### 3.1. Submission of the applications

The application, duly signed by the candidate, must be submitted, under penalty of exclusion.

**BY FRIDAY 29 MARCH 2024 AT 11:00 am (ADDIS ABEBA TIME)**

Failure to comply with the deadline will result in exclusion of the procedure.

The applications, including the signed attachments referred to in paragraph 3.2. below, may be submitted electronically to the following email address: [recruitment.sudan@aic.gov.it](mailto:recruitment.sudan@aic.gov.it). The subject of the email must contain the vacancy announcement ref.: **AICS Khartoum\_08/12303/2024**.

AICS cannot be held responsible in case any communication sent by the candidate is not received or is received after the deadline of the present vacancy announcement.

#### 3.2. Content of the applications

The application shall be written in Italian and/or English and must include all the following declarations provided by the candidate under its own responsibility. **Failure to comply will result in exclusion from the procedure.**

- a. First and last name, date and place of birth, county and city of residence, country and city of domicile (if different from the residence), country of tax residency;
- b. Telephone number and an email address for any communication in the framework of the present procedure. Any change occurred after the submission of the application for this vacancy must be timely communicated to AICS;
- c. Being medically fit for the employment;
- d. Compliance with the academic qualifications required by this vacancy announcement at art.2, clause 2.1. let. g);
- e. Compliance with the professional experience required by this vacancy announcement at art. 2, clause 2.1. let h) and i);



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- f. Citizenship;
- g. Full enjoyment of political and civil rights;
- h. Not having sustained, in the three years period preceding the date of expiry of the present vacancy announcement, an insufficient performance assessment in the framework of employment contracts signed with AICS;
- i. Absence of convictions for any criminal offence and preventive measures, as well as pending criminal or accounting charge, both in Italy and abroad;
- j. Not having been dismissed, dispensed, declared lapsed or fired from employment in a Public Administration, both in Italy and abroad;
- k. Qualification: compliance with the education requirements stated in this vacancy announcement at art. 2 clause 2.1. letter g);
- l. Work experience: compliance with the work experience requirements stated in this vacancy announcement at art. 2 clause 2.1. letter h);
- m. Language skills: compliance with the language qualifications required by this vacancy announcement at art. 2, clause .2.1. let i) and j);
- n. IT skills: compliance with the IT skills required by this vacancy announcement at art. 2, clause 2.1. let k);

Italian and EU citizens must include in the application the following declaration:

*“The declaration made under this application are pursuant to articles 46 and 47 of the Italian Presidential Decree n.445 of 28<sup>th</sup> December 2000, limited to the hypotheses in which the conditions, personal qualities and facts are reported in Italian or European Union public registers and, in the latter case, provided that AICS is given the possibility of access for any checks. If subsequent checks reveal the untruthfulness of the content of the declarations made, the interested party is aware that he/she will incur on penal sanctions referred to in the art.76 of the same Presidential Decree n.445/2000, facing immediate termination of the employment and loss of any other benefits possibly obtained on the basis of the false statement”.*

The application **must also include** the following attachments/documents:

- a) Copy of valid ID (identification document);
- b) Italian Codice Fiscale (if available);
- c) Curriculum Vitae in **Europass**, in English, dated and signed, including the authorization to process personal data, clearly specifying all needed elements for the correct evaluation of



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qualifications as detailed at art. 4, clause 4.2. below.

- d) Declaration signed and dated, as per article 3.2. of this vacancy;

**Cause of exclusion from the selection procedure:**

- a) Application received after the deadline set at art. 3., par. 3.1.;
- b) Application not duly dated and signed as per art. 3., par. 3.2.;
- c) Lack of declaration concerning the essential requirements listed in art. 2., clause 2.1.;
- d) lack or incomplete declaration, in the application, regarding the elements which are not considered essential requirement as per art.2, par. 2.1.;
- e) total or partial lack of the application annexes;
- f) Curriculum Vitae not duly dated and signed;
- g) Declaration as per art.3.2. not duly dated and signed;

Defects referred to at letters b) (only for missing date), d), e) and f) are subject to the procedure for remedying deficiencies and will be communicated to the email address indicated by the candidate, within a deadline fixed by AICS KHARTOUM.

In case of failure to meet the admission requirements, AICS may also decide at any time, also after the possible signing of the individual employment contract, with consequent termination of the same, the removal of the candidate from the relevant ranking.

AICS assumes no responsibility for any communications sent by the candidate to AICS or sent from AICS to the candidate to the email address indicated in the application but not received for any reason and at any stage of the recruitment and possible hiring procedures.

## **4. EVALUATION OF THE QUALIFICATIONS AND INTERVIEW**

### **4.1. Preliminary compliance checks**

Once the deadline for the application to this vacancy announcement as well as the deadline possibly set with regards to the procedures for remedying deficiencies have expired, the AICS Head of Office, as responsible for the whole procedure, evaluates the admissibility of the applications with regards to the fulfilment of the essential requirements and the absence of conditions for exclusion.





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The list of eligible candidates is published on the AICS website and does not require further communications to candidates, both admitted and excluded.

The Evaluation Committee is appointed by the AICS Head of Office following the expiry of the deadline of the present vacancy announcement.

#### **4.2. Evaluation**

The Evaluation Committee evaluates the eligible applications by assigning an overall score of maximum **30 points** for each candidate, according to the methods specified below. The scores are assigned without using decimals.

#### **QUALIFICATIONS: MAX 15 POINTS**

- Relevance and pertinence of the professional experience, wherever acquired, suitable for the fulfilment of the assignment. **Max 7 points;**
- Relevance and pertinence of the professional experience, acquired in an AICS office, suitable for the fulfilment of the assignment: **Max 3 points;**
- Language and IT skills: **Max 2 points;**
- Other qualifications of professional skills relevant for the fulfilment of the assignment: **max 3 points.**

#### **INTERVIEW: MAX 15 POINTS**

The candidates admitted to the selection are invited, via email, for an interview following which a **maximum score of 15 points** is attributed.

The interview takes place at the AICS country office premises or in audio-video connection, at the candidate’s choice, in the language indicated as an essential requirement by the vacancy announcement (even more than one if applicable).

The interview, which may also include technical-practical tests, is aimed at assessing the candidate’s overall knowledge and experience, the skills to carry out the assignment in question, the required language skills, interpersonal skills, and anything else deemed necessary to evaluate the candidate’s profile with respect to the position to be filled.

Failure to attend the interview on the date and time set, in the absence of valid reasons, which are in any case subject to the unquestionable evaluation of the Commission with regards to their eventual acceptance or rejection, is considered as a renouncement by the candidate to proceed with the selection.

Candidates are not entitled to reimbursement of any expenses incurred to support the interview.



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### **4.3.RESULTS OF THE SELECTION PROCESS**

Only candidates scoring at least 10/15 points in the framework of the interview will be included in the final ranking of endorsed candidates.

The ranking is drawn up in descending order of the overall scores obtained by the candidates for their qualifications and interviews. In the event of an equal overall score, precedence is granted to the candidate who obtained the highest score in the interview and, in the event of a further tie, to the candidate of younger age.

The ranking is published on the AICS website and does not require further communication the candidates.

The ranking remains valid for one year: the AICS country office has the right to extend the validity period of the ranking for a further year in case of specific and justified needs related to the implementation of the Programme. In case of renouncement of the selected candidate or early termination of the contract, the office can scroll down the ranking, whether the necessary financial resources are available.

The selected candidate will be invited by the AICS office to submit the necessary documentation for the completion of the hiring procedure.

In any case, the employment contract will not be signed with a selected candidate whose age is higher than the one fixed for retirement by the social security law(s) to be applied in relation to the specific situation of the candidate, or if such age will be acquired within the established term of the same contract.

### **4.4.PERSONAL DATA**

By submitting the application, the candidate gives his/her consent to the processing of his/her personal data, including sensitive data, by the staff assigned to the custody and storage of applications, and to their use for the purpose of the selection process. The responsible for the processing of personal data is the AICS Head of Office.

The processing of personal data for the purposes of admission to the examination tests and possible hiring will be based on the principles of lawfulness, correctness and transparency to protect the fundamental rights of natural persons.

For these reasons, the following information is provided:

1. The joint data processing responsible are the Director of the Italian Agency for Development



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Cooperation and the AICS Khartoum Head of Office;

2. For any questions or complain regarding the processing of personal data, the interested party can write to the Data Protection Officer/Personal Data Protection Officer (DPO) of the Italian Agency for Development Cooperation, at the email address: [dpo@aics.gov.it](mailto:dpo@aics.gov.it);
3. The personal data processed have as sole purpose the admission to the examination tests for candidates and the management of the employment for the selected candidate;
4. Data processing is carried out by specifically appointed personnel;
5. The personal data of the selected candidate shall be communicated to the persons/institutions required by Italian and local legislation: lawyers of trust for defense before the local court, private insurance companies for the obligations referred to in the art. 158 of the Italian Presidential Decree n. 18/1967; INPS, INAIL, local social security/welfare bodies, local authorities for any necessary obligations;
6. For non-selected candidates, in the absence of other regulatory references, the data will be deleted 5 years after the end of the selection procedure, taking into account the articles n. 157, 161 and 317 of the Italian Penal Code, while for reasons of legal security, the data of the selected candidates are kept in their respective personal files for a period pursuant to art. 68 of the Italian Presidential Decree n. 445/2000;
7. The interested party may request access to his /her personal data and, with regards to the conditions established by current legislation, their rectification within the limits of the law and without prejudice to the consequences of the administrative process, he/she can also request the limitation of processing of data or the opposition to their treatment. In these cases, the interested party must contact the KHARTOUM AICS office, copying AICS's DPO in the communication;
8. If you believe your rights have not been respected, a complaint may be submitted to the Data Protection Officer/Personal Data Protection Officer (DPO) of AICS. Alternatively, a complaint may be submitted to the Italian Data Protection Authority (“Garante per la protezione dei dati personali”), e-mail: [garante@gdpc.it](mailto:garante@gdpc.it), [protocollo@pec.gdpc.it](mailto:protocollo@pec.gdpc.it).

#### **4.5.SAFEGUARD CLAUSE**

The AICS Khartoum Office reserves the right to revoke this vacancy announcement or not to proceed with the hiring of the selected candidate for justified organisational and/or financial reasons.

AICS Khartoum Head of Office  
Michele Morana

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THIS VACANCY ANNOUNCEMENT HAS BEEN PUBLISHED ON THE AICS KHARTOUM WEBSITE ON 14 MARCH 2024