



Embassy of Italy to Sudan

**"Support Migrants and Host Communities in improving Access to Safe Water and Sanitation -Eastern Sudan"  
EUTF SDN 11**

*Program funded by the European Union and implemented by the Italian Ministry of Foreign Affairs and International Cooperation and the Italian Agency for Development and Cooperation*

Delegation Agreement no. T05-EUTF-HOA-SDN-11-01

**PROFESSIONAL VACANCY ANNOUNCEMENT NO. SDN11 02/2017**

**ASSISTANT ADMINISTRATIVE OFFICER/ HUMAN RESOURCES COORDINATOR**

In accordance with the Italian Decree 165/2001 art. 7 co.6, the Italian Embassy in Sudan assisted by the Sudan - Office of the Italian Agency for Development Cooperation, intends to recruit a Team Leader (Program Coordinator) in the framework of "Support Migrants and Host Communities in improving Access to Safe Water and Sanitation -Eastern Sudan – " EUTF SDN 11 (hereafter referred to as "the Program"), financed by the European Union and implemented by the Italian Ministry of Foreign Affairs and International Cooperation.

The contract will be for no 32 months (up to the end of the Program).

**PROGRAM DESCRIPTION**

The programme, **"Support Migrants and Host Communities in improving Access to Safe Water and Sanitation -Eastern Sudan – "** is a component of a larger 15 M\_EUR intervention funded by the European Union Emergency Trust Fund for Stability and Addressing the Root Causes of Irregular Migration and Displaced Persons in Africa: *the Regional Development and Protection Programme (RDPP) in Sudan: Enhancing alternatives to first and secondary movement from Sudan*".

The main scope of the *Component* implemented by Italian Cooperation, is *To improve access to water sources – for human and livestock – to sanitation and hygiene services for host communities, migrants, refugees and IDPs in Kassala (Girba Locality) and Gedaref (Alfeshega and Basonda Localities).*

The most crucial intervention areas are:

- Improving water sources and sanitation facilities, for the refugee camps and in neighbouring villages in favour of the host communities:
  - rehabilitation/construction water sources for human and agricultural/livestock use;
  - support waste management and disposal, especially in Girba Town;
- providing latrines/sewage systems to schools and health facilities in camps and neighbouring villages
- Providing capacity building to local authorities to administer/manage water systems
- Promoting hygiene and sanitation practices at community level.

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

**Duty station:** Khartoum with duty travels to the areas of intervention.

**Remuneration:** Euro 6.300 gross/monthly according to Italian Decree n. 1988/128/000863/3-ISE 2016

## 1. KEY FUNCTIONS

The Assistant Administrative officer/ Human Resource coordinator will have a support role in the Administrative management of the program with particular focus on Human Resource sector. He/she will report to the Programma Finance Administrative officer and Programme Team Leader and he/she will be under the supervision of The Ambassador and will work in close coordination with the administrative office of the Embassy of Italy.

He/she will be responsible for supporting the Program Finance Administrative officer in his/her duties concerning the best management of the program resources, supporting the Programme Team Leader for the best management of the program Human Resources.

In particular, the Assistant Administrative officer/ Human Resource coordinator will be directly responsible for:

- Ensuring the effective utilization of plans related to HR programs and services
- Maintaining employee files as to ensure accuracy and compliance
- Assisting with the recruitment and interview processes
- Assisting with new employee hiring processes
- Assisting with the performance review and termination processes
- Administering health and welfare plans, including enrolments, changes, and terminations
- Acting as a liaison between employees and insurance providers
- Resolving benefits-related problems
- Answering employee requests and questions
- Reconciling benefits statements
- Conducting audits of payroll, benefits, and other HR programs, and recommending corrective actions
- Processing and maintaining all status reports and pay changes
- absentee reports (weekly, bi-weekly, or monthly)
- Meeting with AICS Director, Program Manager, Program Administrative Officer to develop specific recruiting plans
- Working alongside employment agencies and search firms
- Participating in annual recruiting budget and ensuring adherence to the budget throughout the year
- Support the Finance Administrative Officer in his/her duties
- Any other duty as might be required by the supervisor.

## 2. REQUIREMENTS

### Essential requirements

#### Education:

- a. University degree (level 7 European Qualification Framework EQF) in human resource, business administration, finance, or business management

The candidates can avail themselves of the equivalences for the admission to public competition, published on the web-site of the Ministry of the Education, University and Research [www.miur.it](http://www.miur.it).

Other degrees/diplomas (level 6/5 European Qualification Framework EQF) will be considered when matched with qualified professional experience in the sector of intervention.

**Language:**

- b. English both written and spoken: C1 European level.
- c. Italian, if not mother tongue, both written and spoken: C1 European level.

**Experience and competencies:**

- d. Minimum 3 year post-graduate progressive experience in the Human Resource management
- e. Minimum 1 year previous experience in Human Resource management with international organizations and/or governmental and non-governmental bodies in Developing countries

The following **preferred requirements** will also be taken into consideration:

- Post-graduation degrees (Master/Specialization-Doctorate) in Human Resource Management related topics
- good knowledge of the Italian labour legal framework
- good capacity in drafting Vacancies publication, Job Description and contract ToR
- very good communication skills (verbal and writing) in the language of the program (English)
- Proficient in using computers including Microsoft programs, spread sheet, Email (outlook) and internet
- Knowledge of the procedures of the Italian Development Cooperation, as well as European Union's procedures (e.g. EU-EuropeAid) also covering funds management.
- Working experience in the preparation and revision of recruitment process and hiring procedures documents.
- knowledge of Arabic (basic)
- Previous experience in the Country/Region indicated in this vacancy
- Being immediately available to hold the appointment

### **3. EVALUATION OF APPLICATIONS**

The selection will be conducted by an Evaluation Commission, appointed by the Ambassador, according to the following criteria:

**Education, experience, competencies and preferred requirements (Max 70 points)**

Verification of the possession of the essential and preferred requirements according to the documentation submitted by the candidate, with particular reference to academic titles and professional experience. Candidates scoring at least 55 points will be included in the shortlist and will be invited for an interview.

### **Interview (Max 30 points)**

The interview will be carried out through audio/video connection (e.g. Skype), or at the premises of Embassy in Khartoum.

English competencies and communication skills will be verified during the interview.

No reimbursement will be granted to those travelling to Khartoum for the interview.

Candidates scoring at least 70 points at the end of the process will be included in a final list of endorsed candidates valid till the end of the program.

Youngest candidates will be preferred in case of a final equal score.

### **4. HOW TO APPLY**

The submission of the application duly signed should indicate the number of the vacancy announcement. The application shall be written in English and include the attached form Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445), indicating:

- a. Surname, name, date and place of birth.
- b. Residence.
- c. Citizenship.
- d. Only for Italian citizen, specify the name of the municipality where the applicant is registered for the electoral roll.
- e. Absence of conviction for any criminal offence or of any criminal process pending.
- f. No involvement in current legal or penal action for crimes against Public Administration.
- g. Studies certificates indicating the dates of issue and the names of Academic Institutions.
- h. Fully possession of political and civil rights.
- i. Not having being dismissed for fault from employment by a Public Administration office.

Any false declaration will incur penal sanctions according to article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application shall also include:

1. Motivation letter in English.
2. Copy of valid Passport.
3. Curriculum vitae in English (Europass format).
4. A declaration to be immediately available to hold the appointment

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 signed application and all attachments should be received **before 12:00 (Central European time) on the 15<sup>th</sup> November 2017** at the following email address: [recruitment@coopitsudan.org](mailto:recruitment@coopitsudan.org)

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number.

### **5. EXCLUSION FROM SELECTION PROCEDURES**

Applications containing the following defects will not be considered:

- i. Application without all documents listed at point 4. of this announcement
- ii. Applications without essential requirements a,b,c,d,e at point 2. of this announcement
- iii. Application not signed
- iv. Application received after the deadline stated in this announcement

## 6. RESULTS OF THE SELECTION

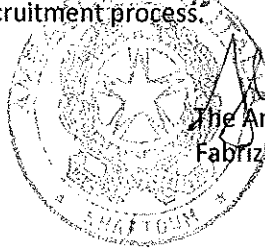
Only short-listed candidates will be informed of the results of the selection process.

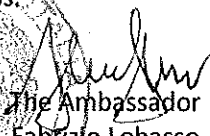
## 7. PROTECTION OF PRIVACY

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian D. Lgs. 196/2003).

## 8. PROTECTION CLAUSE

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



  
The Ambassador  
Fabrizio Lobasso