



Embassy of Italy to Sudan

“Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan” EUTF SDN 13
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-13-01

PROFESSIONAL VACANCY ANNOUNCEMENT NO. SDN13 02/2018

PROGRAM LEGAL/ADMINISTRATIVE/FINANCE/PROCUREMENT OFFICER

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 “Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan” EUTF SDN 13 (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, **“Strengthening resilience for refugees, IDPs, and host communities in Eastern Sudan”** is based on **EU Trust Fund objective** strengthening resilience of most vulnerable communities.

Main scope of the initiative is to strengthen health systems at Locality level to better deliver basic packages of health services in Eastern Sudan States (Gedaref, Kassala, Red Sea), with the final aim of creating a more conducive and sustainable living environment for host communities, displaced populations, and refugees.

The most crucial intervention areas are:

- 1) Investing in capacity building of human resources for health system at the level of front line providers,
- 2) Improving the status of the PHC facilities and availability of supplies,
- 3) Enhancing access and quality of the “Basic Package of Health Services”, Reproductive Health and Nutrition Services to the served population;
- 4) Increasing the level of integration of care at community level through community involvement and awareness raising on health risks practices and behaviours;
- 5) Strengthening the Public Health System at locality level to improve health service accessibility for host communities and migrants/refugees/IDPs.

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

Duty station: Khartoum with frequent duty travels in the areas of intervention.

Remuneration: Euro 8,400 gross/monthly according to Italian Decree n. 1988/128/000863/3-ISE 2016

1. KEY FUNCTIONS

The **Programme Legal/Administrative/Financial/Procurement Officer** plays a supporting role in the functions of the Head of Mission regarding the implementation of tasks and financial management of the program budget. He/she will have a support role in the administrative aspects of the Programme's Implementation. He/she will report to the Programme Team Leader and he/she will be under the supervision of The Ambassador.

He/she performs the functions of financial initiator or the start-up and accounting of expenditure transactions, following the instructions of the head of mission, in close collaboration with the Programme Team Leader of the program and under the supervision of the administrative office of the Italian Embassy.

As **Financial Officer**, he/she will oversee the planning, implementation, and reporting of the financial budget of the Programme in collaboration with the Programme Team Leader and the administrative office of the Italian Embassy.

The **Finance Administrative Officer** will be directly responsible for:

- ensures the correct administrative execution of the Delegation Agreement regarding the application of the EU reference financial instrument and the accounting procedures of the representation
- ensures the financial management of EU funding streams and assists the Administrative Office in registering incoming and outgoing flows, accounting and payment of expenditure, financial monitoring of spending trends and reporting
- records expenses, currency movements, and processes reports through the GecoDELUE application system
- initiates expenditure execution operations in relation to contracts and agreements signed by the Head of Mission
- monitors the financial performance of the subsidies granted to the final beneficiaries and monitors the accounts
- assists the final beneficiaries of grants during the expenses accounting stages
- prepares the annual and final financial report
- prepares reports of expenses incurred to be certified in the annual "management declaration" signed by the Head of Mission
- prepares the payment request
- interfaces with the European Delegation, for the aspects of its competence, in agreement with the Administrative Office of the Italian Embassy
- assists the head of the mission, in agreement with the Programme Team Leader and under the supervision of the administrative office of the Italian Embassy and the head of the AICS office, during the audit procedures (internal and external)

As **Procurement officer**, he/she will oversee the preparation of tenders according to European and Italian regulations and procedures. He/she will be directly responsible for:

- organizes during the competition phase informative sessions of a procedural and financial nature in favor of companies/ consultants/beneficiaries of grant contracts
- organizes training on the management of grant contracts for selected beneficiaries
- ensures, in collaboration with the administrative office of the representation, maximum visibility of the tender documents on the institutional website of the representation and on the website of the program

- ensures, in collaboration with the administrative office of the representation, the annual publication of the list of beneficiaries and suppliers on the institutional website of the representation and on the program website
- assists the Head of Mission on the correct application and interpretation of Italian and European legislation during the execution of the program
- acts preventively to avoid conflicts between the European and Italian regulations of reference and local one
- interfaces with the companies/ consultants/beneficiaries of selected grant contracts for the aspects of its competence
- interfaces to the extent of its competence with the European Delegation in agreement with the administrative office of representation

2. REQUIREMENTS

Essential requirements

Education:

- a. Master's degree (level 7 European Qualification Framework EQF) in business administration, finance, and accounting or other relevant discipline.

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.

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:

- At least seven (7) years post-graduate progressive experience in the legal/ administrative/financial/procurement sector, with tasks of administrative management in the framework of development programs.
- Excellent knowledge of the Italian and European procurement procedures (PRAG)
- Significant experience in the management of EU funds
- Proficient computer skills including Microsoft programs, spread sheets, Email (Outlook) and internet
- Be immediately available to hold the appointment

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

- Experience in management EU Delegation Agreement
- Previous responsibility overseeing procurement activities.
- Post-graduate degrees (Master-Doctorate) in legal and administrative subjects.
- Specialised courses in international cooperation.

- Previous experience in the Country/Region indicated in this vacancy.

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 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 been 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 10th of May 2018** at the following email address: 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,f 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 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