



Position Title: Project Manager and Head of Office

Location: Sulaymaniya, Iraq (Kurdistan Region)

Supervisor: International Cooperation Director

Hours: Full time

Date of Issue: 20^h of March 2017

Closing Date: 10th of April 2017

Starting Date (indicative): 1th of May

Background

Un ponte per... (UPP) is an Italian Ngo established in 1991. It has started its activities as Un Ponte per Baghdad, right after the end of the war in Iraq, with the aim of organizing solidarity initiatives in favour of the Iraqi civil society . Later on, the intervention of Un ponte per... has started including Serbia and other Middle East and Mediterranean countries. The Ngo mission is to prevent new conflicts, protect human rights and support civil society, especially in the Middle East, through awareness raising campaigns, cultural exchanges and humanitarian projects. UPP is active in Iraq since 1991 and is regularly registered at National and Kurdistan Region level. Since 2012 UPP is active in several programs to assist Syrian refugees.

Role and Responsibilities

- Coordination and financial supervision of the UPP projects in the field of vocational training and social cohesion.
- Monitoring the overall management of Sulaymaniya Office, taking measures to ensure the efficient use of UPP guest house and office;
- Organizing regular Staff meetings in Sulaymaniya, with a view to monitor the overall projects performances and collect feedback;
- Identify shortfalls and bottlenecks in the implementation of planned activities that would require immediate action and, accordingly propose relevant recommendations and corrective measures;
- Liaise and report results of meetings to the International Cooperation Director at the UPP HQ to timely elaborate efficient solutions;
- Manage the UPP cashbook and bank account;
- Propose and plan continuation and development of current programs and activities.
- Suggest contacts, partnerships and networking leading to the success of the project.
- Supervising the overall Office Logistic Management;
- Supervising the recruitment process of local staff.

Requirements

- University degree (preferably graduate level/masters degree) in fields related to international studies, conflict resolution and peace studies.
- Five years professional experience in humanitarian project management with relevant experience in office ans staff management.
- Knowledge or experience of the Middle East context, culture and politics
- Excellent command of the project life cycle management with a special focus on administration and reporting actions

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Dohuk Office: Dohuk city, K.R.O, Shirin st. Building n° 10 (KR I) - Iraq. ph. (+964) 750 741 89 09 - e-mail: dohuk@unponteper.it

Sulaymaniya Office: Sulaymaniya city, Ashti 106, Alley 59, House n° 10 (KR I) - Iraq - ph. (+964) 751 154 95 02 - e-mail: sulaymaniya@unponteper.it



- Proven capacities to plan activities successfully targeting results and objectives
- Excellent knowledge of the guidelines set out by main donors (EU, UN etc.)
- Excellent oral and written English. Arabic and Italian are an asset.
- Working experience with local counterparts (CSOs, local NGOs, and others)
- Experience of planning, organizing and prioritizing work, working under pressure and matching deadlines
- Proactive attitude
- Team working skills
- Excellent computer literacy skills.

HOW TO APPLY:

Interested candidates are invited to submit a detailed CV, a brief cover letter to address the requirements above and contact information for two professional references to: **vacancy@unponteper.it** by the **10th of April**.

Please reference; "Project Manager and Head of Office - Sulaymaniya" in the subject line of your email application.

Only shortlisted candidates will be contacted.