



Position Title: Project Manager

Location: Iraqi Kurdistan

Period: 11 months

Closing date: 2<sup>nd</sup> of February

Starting Date: February 2018

### **Context**

Un Ponte Per... (UPP) is an 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 favor of the Iraqi civil society. Later on, the intervention of Un Ponte per... started including Serbia and other Middle Eastern 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 and advocacy campaigns, cultural exchanges, humanitarian and peacebuilding projects. UPP is active in Iraq since 1991 and is regularly registered at National and Kurdistan Region levels. Since 2012 UPP implements several programs to assist Syrian refugees. Learn more at: [www.unponteper.it](http://www.unponteper.it)

### **The project**

The project will contribute to enhance resilience and coping mechanism of 35,000 IDPS residing across Erbil Governorate through a two-way communication channel developed upon a Community Based Approach so as to orientate and guide them on key protection issues while strengthening the communication capacities of the stakeholders interacting with POCs.

### **Role and Responsibilities**

Un Ponte Per... is looking for one Project Manager that will be responsible of the following major tasks:

- Setting up, planning, and supervising the implementation of project activities in close co-operation with the key project staff;
- Monitoring the activities and the results achieved against the project indicators;
- Ensuring that all project reporting (internal and external) is completed in a timely and accurate manner;
- Planning the project expenditure and ensuring the compliance of expenditure of budgets with donor requirements;
- Ensure, together with the administrative office, the overall management, control and oversight of financial and administrative procedures, in compliance with UPP organizational systems and instructions;
- Liaising with local partners, the other INGO and with all relevant stakeholders;
- Participating to all the relevant humanitarian coordination working groups and meetings;
- Performing any other task assigned by the Head of Mission

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**Un ponte per... | UPP - Humanitarian Organization – NGO**

**Headquarter:** Via Angelo Poliziano 18-20-22, 00184 Rome – Italy

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NGO: AICS Decree n° 2016/337/000281/5 – VAT n°: IT 04734481007

Bank current account: IT52 R050 1803 2000 0000 0100 790 - SWIFT: CCRTIT2T84A -Account name: Un ponte per



**Essential requirements:**

- University degree preferably in communication sector.
- 3 years professional experience in humanitarian project management
- Familiarity with communication techniques and tools.
- Excellent command of the project life cycle management with a special focus on administration and reporting actions
- 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
- Working experience with local counterparts (CSOs, local NGOs, and others)
- Experience of planning, organizing and prioritizing work, working under pressure and matching deadlines
- Experience of writing project proposals.
- Team working skills
- Reporting skills
- Excellent computer literacy skills
- Proactive attitude

**Desiderable requirements:**

- Knowledge of the Middle East context and relevant local actors.
- Knowledge of Arabic and/or Italian
- Previous experiences in Communication with communities.

**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](mailto:vacancy@unponteper.it) . Please reference; "Project Manager Mass Communication Iraq" in the subject line of your email application. Only shortlisted candidates will be contacted.