



REPORTING OFFICER AND SYRIA DESK ASSISTANT

Position Title: Reporting Officer and Syria assistant

Location: Rome, with possible field mission in the region

Period: 3 months

Starting Date: 1st of December 2017

Organization setting: The “Reporting officer and Syria desk assistant” reports to the Desk Syria.

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

In the context of the current military operations the Un Ponte Per... is developing an ECHO project aimed at providing medical services to civilians and particularly at:

- Ensuring access to civilians and war-prisoners with war-related trauma injuries into live-saving medical care.
- Enhancing trauma care at the frontline and ensure punctual referral to field hospitals.
- Preventing avoidable losses of life and further complications as a result of injury. Ensure rapid transit and medical treatment for patients within the golden hour
- Reinforcing of trauma referral pathways by strengthening trauma stabilization points and operative hospitals.

Role and Responsibilities

- Review and refine the ECHO monitoring and reporting documents
- Assisting the Syria Desk in the daily communication with the field staff
- Assisting the Syria Desk in monitoring the security of the field staff
- Assisting the Syria desk in the development of new projects and programmes
- Assisting the Syria desk in the preparation of the reports for other donors.

Essential Requirements

- Minimum of three years professional experience in the emergency field possibly in Middle East.
- Excellent knowledge about reporting to several donors
- Excellent understanding of the project life cycle management
- Good capacity to work in team.

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

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- Proven capacities to plan activities successfully targeting results and objectives.
- Excellent oral and written English (proficiency level). Arabic is an asset.
- Experience of planning, organizing and prioritizing work, working under pressure and meeting deadlines.

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 15th of November**. Please reference; “Reporting Officer and Syria desk assistant” in the subject line of your email application. Only shortlisted candidates will be contacted.