Position Title: Project Manager and Head of Office Beirut
Location: Beirut, Lebanon
Period: 8 months
Closing date: 15th of January 2018
Starting Date: 15th 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 favour 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.

Learn more at: www.unponteper.it

UPP is looking for a Project Manager able to secure the implementation of a project financed by the Italian Agency for Cooperation (AICS) and willing to contribute to the development of the UPP's mission in Lebanon; representing the organization and maintain fruitful relations with local institutions; international agencies, NGOs, Donors.

The project and the local partner
The project MADRASATI AHLA II is aimed at improving the educational sector in the Lebanese governorates of el-Nabatieh and Mount Lebanon. The project is financed by the AICS with a contribution of 330,000 Euro. The local partner is Amel Association International (AAI) a secular organization established in 1979 with the purpose of avoiding the disruption of educational services for displaced children during the civil war 1975-1990. In 2012 Amel launched a new programme aimed at responding to the Syrian crisis providing more than 1,8 million of care services. The project consists in the renovation of a school, the provision of training for teachers, the organization of informal education and PSS activities for students, raising awareness campaigns to inform the local communities about the risks related to the school drop-out.

Role and Responsibilities
Un Ponte Per... is looking for one Project Manager that will be responsible to coordinate the project as well as to contribute to develop the UPP presence in Lebanon.

The major tasks for this position will be the following:
- 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;

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- Planning the project expenditure and ensuring the compliance of expenditure of budgets with donor requirements;
- Ensure, together with the administrative department the overall management, control and oversight of financial and administrative procedures, in compliance with UPP organizational systems and instructions;
- Monitor donor priorities and strategies in the country
- Participating to the relevant humanitarian coordination working groups and meetings;
- Identity funding opportunities and elaborate programs and strategies in cooperation with the HQ
- Promote the visibility of the organization
- Performing any other task assigned by the HQ

**Essential requirements**
- Academic studies (preferably graduation/master degree) in the field of international cooperation, project planning, international solidarity, human rights.
- 3 years professional experience in humanitarian project management
- 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 (AICS, 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 actors;
- 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 French
- Previous experiences in Educational Projects and office management

**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

Please reference “Project Manager and Head of Office Beirut” in the subject line of your email application. Only shortlisted candidates will be contacted.