



International Humanitarian Organization

VACANCY SENIOR AND JUNIOR PROJECT MANAGER

Job opening for roster purposes

Locations: North Iraq, North East Syria, Lebanon, Jordan

General Context

Un Ponte Per... (UPP) is a voluntary association founded in 1991, immediately after the bombing of Iraq, which promotes solidarity initiatives for Iraqis who suffered during the war. Originally called *Un Ponte Per Baghdad (a bridge to Baghdad)*, the association later became simply, Un Ponte Per..., after expanding its work into Serbia and Kosovo, as well as other countries in the Middle East and Mediterranean.

The aim of UPP is the prevention of new conflicts, particularly in the Middle East. This is achieved through advocacy campaigns, programs which educate and encourage cultural exchange, collaborative projects and peaceful civil interventions.

Un Ponte Per... which strongly rejects war as a solution to international conflicts, exerts relentless efforts to attain peace and solidarity among people via encouraging encounters between different cultures, languages, religions and traditions with the ultimate objective of developing a more equal and peaceful coexistence.

Un Ponte Per... works in Iraq, Syria, Jordan, Lebanon, Palestine, Serbia and Kosovo alongside civil society organisations. In Italy, it promotes peace and disarmament, defends the common goods, and welcomes refugees and migrants.

The current UPP fields of work/programme in the country are the following:

- Psycho-social support for the Syrian refugees and Iraqi IDPs residing in refugee camps and in the hosting communities
- Empowerment of youth of minorities
- Emergency Response Programme to assist minorities at risk
- Improving accessibility and quality of reproductive health services and inclusive educational services for Syrian refugees
- Mass communication programs for Syrian refugees and Iraqi IDPs. Orientation for refugees: assistance to obtain documents, registrations, information campaigns ecc.
- Protection and Valorisation of tangible and intangible cultural Heritage
- Formal and non-formal educational programme with teenagers
- Health Emergencies in Syria
- Peace building and Social Cohesion among the communities affected by military struggle with Daesh (ISIS) - Advocacy initiative working to build concrete links of solidarity between international civil society organizations and the growing Iraqi civil society.

Un Ponte Per... is updating its roster in order to select Junior and Senior project managers that may be contracted during 2018.

Un Ponte Per... | UPP - Humanitarian Organization – NGO

Headquarter: Via Poliziano n° 18, 20, 22 00184 Rome - Italy - ph. (+39) 06 44 70 2906 - e-mail: info@unponteper.it - web site: www.unponteper.it



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SENIOR PROJECT MANAGER

MAIN DUTIES AND RESPONSABILITIES FOR SENIOR PM:

- 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 admin. manager, overall management, control and oversight of financial and administrative procedures, in compliance with UPP organizational systems and instructions;
- Liaising with local partners, the donor, 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

ESSENTIAL REQUIREMENTS FOR SENIOR PM:

- University degree
- Five 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 (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
- Proactive attitude
- Team working skills
- Excellent computer literacy skills.

JUNIOR PROJECT MANAGER

MAIN DUTIES AND RESPONSABILITIES FOR JUNIOR PM:

The Junior Project Manager will have the responsibility of supporting and assisting the coordinator of the Programmes and projects in the field particularly from an administrative and logistic point of view.

ESSENTIAL REQUIREMENTS FOR JUNIOR PM:

- University Degree
- Project management background for at least 1-2 years in NGOs
- Project Management Cycle.
- Proactivity, problem solving ability, multicultural approach and ability to integrate multi-ethnics team
- Technically competent with various software programs, particularly Microsoft Office programs.
- Good oral and written English.

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DESIDERABLE REQUIREMENTS FOR SENIOR AND JUNIOR PM:

- Knowledge of the Middle East context and relevant local actors.
- Knowledge of Arabic
- Capacity of working under stress and in difficult environment

HOW TO APPLY: Interested candidates are invited to submit CV, brief cover letter and contact information for 2 professional references to: roster@unponteper.it We thank in advance all the candidates submitting CVs and cover letters; all the received applications will be examined. Only shortlisted candidates will be contacted and their archived in our database.

Prospective candidates should be able to travel in the countries where UPP operates upon the same -or better- conditions recognized to holders of Italian passport.

Please indicate if you have any preferences on a specific country or field/programme and if you have any restriction in working in a specific country.