



## Vacancy Country Administrator – IRAQ

**Position:** Country Administrator – IRAQ

**Duration:** 1 year renewable

**Starting from:** June 2018

**Deadline:** 20<sup>th</sup> May

### GENERAL CONTEXT

Un ponte per... (UPP) is an Italian Ngo and no-profit organization established in 1991. It began its activities as “Un Ponte per Baghdad”, right after the end of bombings on Iraq, with the aim of organizing solidarity initiatives in support of the Iraqi civil society.

Later on, the Un ponte per... activities have been extended to Serbia and other MENA countries.

In Iraq, during the last 20 years the association has been implementing projects in the fields sanitation, culture and education thanks to the support of Italian and international donors.

After the 2003 conflict, UPP started to support Iraqi civil society in its effort to protect the cultural heritage, the human and environmental rights, the minorities, and to defend freedom of expression and association. Following the last regional conflicts the association has been also active in the field of humanitarian interventions, first aid and on-going distribution of basic living needs.

**Organization setting:** the appointed Country Administrator refers directly to Financial Director, and is conversely reference point to all appointed PMs and administrative personnel of all UPP Offices operating in Iraq and Syria.

### Tasks and responsibilities:

- Support UPP Financial Director in preparing missions’ yearly budget forecast (staff, running and shared and indirect costs) and regularly monitor allocations and coverage.
- Carry out internal financial management controls ensuring UPP and donors financial requirements are met in an efficient and effective manner whilst assessing potential risks.
- Supervise the project managers in preparing and monitoring financial reports to donors ensuring accuracy and adherence to financial rules set within the given deadlines.

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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



- Provide training, briefing and tutorship for financial and non financial staff of UPP and local partners when needed in order to ensure compliance with generally accepted accounting principles.
- Support the preparation of the budget new proposals with specific inputs on the budgets.
- Perform regular monitoring visits to UPP offices in Iraq and visits to the offices in North East Syria when needed.
- Supervise external and internal audits and microassessments preparation.
- Planning external audits following up on the implementation of recommendation.
- Assist, when required, in the recruitment, interview, and selection of new administrative staff.
- Liaise with HQ and donors in the provision of information, data, reports and queries on finance-related issues.
- Perform other duties assigned by the Financial Director (HQ) in line with the duties described above.

#### **Essential Requirements**

- University degree in accounting or equivalent working experience
- At least 4 years professional work experience in finance in NGOs
- Experience of financial reporting and grant management with a range of external donors
- Experience of reporting and monitoring to tight deadlines
- Effective financial management skills and knowledge of finance systems and procedures
- Excellent organizational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills including Excel
- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to prioritize work, meet deadlines and work calmly under pressure, while maintaining flexibility and enthusiastic approach
- Fluency in English and Italian is required, Arabic is an asset.

**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) by the 20<sup>th</sup> May. Please reference “Country Administrator Iraq” in the subject line of your email application. Only shortlisted candidates will be contacted.