



## VACANCY

### HEAD OF MISSION - NORTH EAST SYRIA

CLOSING DATE: 30<sup>th</sup> December 2018

**CONTEXT PRESENTATION:** 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. 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 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.

For further information please refer to our website: [www.unponteper.it/en/](http://www.unponteper.it/en/)

#### POSITIONS:

- **NES-HOM** - Head of Mission - North East Syria and Iraq - 12 months, from January

#### MAIN TASKS AND RESPONSIBILITIES

- Proactively suggesting and planning for the development and continuation of current programmes and activities to ensure the sustainability of the mission. Contributing with the PMs to the relevant project developments that Desk Officers supervise.
- Ensuring that the quality of activities implemented at country level is within UPP operational standards, procedures and code of conduct.
- Organizing monthly meetings individually and collectively with the Mission relevant staff, in order to harmonize the networking and external relation functions with the work on the field.
- Identifying general shortfalls and bottlenecks that require immediate action and, accordingly, proposing corrective measures in agreement with the HoO(s) and the CR.
- Liaising and reporting results of meetings to UPP HQ to timely elaborate efficient solutions.
- Suggesting contacts, partnerships and networking leading to the success of the programs.
- Monitoring and analysing Strategic and Response Plans released by Donors and Local Authorities and inform HQ accordingly. Taking the lead in assuring UPP presence in all relevant response plans.
- Represent UPP in coordination meetings and working groups related to ongoing activities and programmes.

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**Un ponte per... | UPP – Associazione Non-Governativa di Volontariato per la Solidarietà Internazionale**

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ONLUS: Iscritta alla Anagrafe delle Onlus AGEDRLAZ Prot. n° 0022455 del 27/03/2015 - ONG: Iscritta all'Elenco AICS Decreto n° 2016/337/000281/5

Partita Iva 04734481007 - Codice Fiscale 96232290583

CC Postale n° 59927004 - CC Bancario Banca Popolare Etica IBAN IT52 R050 1803 2000 0000 0100 790



- Maintaining and widening relationships with institutions, international aid agencies, NGOs and individual donors.
- Assuring the visibility of the organization activities in the area.

#### **ESSENTIAL REQUIREMENTS**

- University degree in accounting or equivalent working experience in international studies, public policy, political science or law or related fields
- At least 5 years professional work experience in management position in NGOs
- Experience in grant management with a range of external donors and emergency projects
- Experience of reporting and monitoring to tight deadlines
- Strong management, mentoring and interpersonal skills, including the ability to establish and maintain effective working relationships with all program staff in the Mission, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining strict impartiality and objectivity;
- 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
- Ability to prioritize work, meet deadlines and work calmly under pressure, while maintaining flexibility and enthusiastic approach
- Ability to cope with physical hardship and willingness to work extra hours and in an environment with limited infrastructure
- Knowledge of regional political history and developments
- Diplomatic and negotiating skills
- Professional fluency in the English and Italian languages and ability to draft and edit documents clearly and concisely;
- Demonstrable ability to be perceived as neutral, impartial and fair in a multilateral diplomatic context;

#### **DESIRABLE REQUIREMENTS:**

- Knowledge of Arabic.
- Experience in working in field operation/s, particularly in crisis area with multinational and international organizations;
- Experience in results-based programme 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](mailto:vacancy@unponteper.it) . Please reference "*Head Of Mission - Name Surname*" in the subject line of your email application. Only shortlisted candidates will be contacted. Please name the files attached to your application as follow: *surname\_name\_CV, surname\_name\_CL*, etc.