



Vacancy Head of Office – IRAQ

Position: Head of Office Dohuk – IRAQ

Duration: 1 year renewable with 3 months probation

Starting from: January 2018

Deadline: 30th December 2018

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 Head of Office refers directly to the Country Representative and Head of mission and to the Head of Financial Department, and is conversely reference point to all appointed PMs and administrative personnel of all UPP project staff based in Dohuk.

Tasks and responsibilities:

- Coordination and financial supervision of the UPP General cash and account of the projects administrated in Dohuk;
- Ensure and enforce compliance with Anti-Fraud, Anti-Terrorism, Anti-Corruption policies at UPP and those of donors throughout the Dohuk office;
- Support and promptly activate disciplinary processes against suspicion of violation of CoC, ICRC CoC, Whistleblowing and PSEA policies with the coordination of eligible line management;
- Support UPP Head of Administrative Department at HQ in preparing country’s yearly financial forecast (staff, running, shared and indirect costs) and regularly monitor related allocations and coverage;

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

Headquarter: Via Angelo Poliziano 18-20-22, 00184 Rome – Italy

ph. +39 06 44 70 2906 - e-mail: info@unponteper.it - web site: www.unponteper.it

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



- Monitoring the overall management and logistics related to Dohuk Office, taking measures to ensure an efficient and on-standard decision making on UPP related facilities for the relevant projects in NES and Dohuk;
- Identify financial shortfalls and bottlenecks related to expenditure in the implementation of planned activities that would require immediate action and propose corrective measures accordingly;
- Organize regular staff meetings in Dohuk, with a view to resume and monitor the overall performance in terms of coordination and intersections, and identify gaps and cross-cutting issues to address with an office approach;
- Financial coordination and supervision, including cashbooks, bank accounts and timely and quality financial reporting by the related PMs and administrative staff of the UPP projects administered in Dohuk office;
- Supervise external and internal audits and micro-assessments preparation, in accordance and cooperation with the Administrative Desk appointed for projects in Dohuk.
- In coordination with appointed Administrative Desk for NES, with a view to ensure compliance with principles for accounting, project financial management and in particular for the enforcement of anti-fraud, anti-corruption and anti-terrorism, provide training, briefing and orientation for finance and logistics staff of UPP in NES, and underpin related capacity building of local partners.
- Propose positions opening to HoM and HQ upon compelling need or project set, recruit, supervise, support and evaluate local staff for Dohuk office and for administrative posts in NES.

Essential Requirements

- University degree in accounting, in international studies, public policy, political science or law or related fields 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 by the 30th December. Please reference “Head of Office Dohuk” in the subject line of your email application. Only shortlisted candidates will be contacted.