



VACANCY

PROJECT MANAGER

CLOSING DATE: 30th 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/

POSITION:

- **IRQ-PM-EDU** - Project Manager - Iraq - 12 months, from January

ROLE AND RESPONSIBILITIES

Un Ponte Per... is looking for one Project Manager that will be responsible of the following major tasks:

- 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 administrative office, the overall management, control and oversight of financial and administrative procedures, in compliance with UPP organizational systems and instructions;
- Liaising with local partners, the other INGO and with all relevant stakeholders;

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 1803 2000 0000 0100 790



- Participating to all the relevant humanitarian coordination working groups and meetings;
- Performing any other task, in line with the above, assigned by the Head of Mission

ESSENTIAL REQUIREMENTS

- University degree
- min 4 years (Project Manager) 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, USAID, AICS 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
- Experience of writing project proposals.
- Team working skills
- Reporting skills
- Excellent computer literacy skills
- Proactive attitude
- Ability to travel in the Middle East with the same ability of a Western European passport owner. Ability to travel in Europe.

DESIRABLE REQUIREMENTS:

- Experience in projects focused on education and/or activities for youths.
- Knowledge of the Middle East context and relevant local actors.
- Knowledge of Arabic and/or Italian.
- Previous experiences in the project specific field.

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 “*PM EDU - Name Surname*” in the subject line of your email application. Please apply with just one email. In case you are interested in more than one position, please indicate your preferred order. Only shortlisted candidates will be contacted. Please name the files attached to your application as follow: *surname_name_CV, surname_name_CL*, etc.