VACANCY PROJECT ADMINISTRATOR
IRAQ - NORTH EAST SYRIA

Position Title: Project Administrator
Location: Iraq - North East Syria
Period: 6-12 months with 3 months probation
Closing date: 18th August
Starting Date: October 2019

Context

Un Ponte Per… (UPP) is an NGO established in 1991. It has started its activities as "Un ponte per Baghdad", right after the end of the war in Iraq, with the aim of organizing solidarity initiatives in favor of the Iraqi civil society. Later on, the intervention of Un Ponte Per started including Serbia and other Middle Eastern and Mediterranean countries. The NGO mission is to prevent new conflicts, protect human rights and support civil society, especially in the Middle East, through awareness raising and advocacy campaigns, cultural exchanges, humanitarian and peacebuilding projects. UPP is active in Iraq since 1991 and is regularly registered at National and Kurdistan Region levels. Since 2012 UPP implements several programs in North East Syria.
Learn more at: www.unponteper.it

Role and Responsibilities

Un Ponte Per is looking for a Project Administrator that will be responsible of the following major tasks:
- Carry out project financial management ensuring UPP and donors financial requirements are met in an efficient and effective manner whilst assessing potential risks.
- Register all the expenses according to UPP and donor procedures.
- Prepare financial documents and reports for HQ and donors ensuring accuracy and adherence to financial rules set within the given deadlines.
- Support UPP Project Manager in the administration of the project, especially in the financial management, including local staff contracts definition, cashbook management and updating, bank reconciliation, procurements and financial reporting according to donor's rules.
- Support the PM in the preparation of the budget new proposals with specific inputs on the budgets.

Essential requirements
- University degree in relevant sector or equivalent working experience
- At least 3 years professional work experience in finance in NGOs

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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

- Experience of financial reporting and grant management with a range of external donors (EU, UN, AICS, USAID,…)
- 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 professional approach
- Excellent oral and written English
- Ability to travel in the Region and in Europe with the same ability of a Central Europe passport owner.

Desiderable requirements:
- Experience in Emergency projects management.
- Knowledge of the Middle East context and relevant local actors.
- Knowledge of Arabic and/or Italian.

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; "Project Administrator" in the subject line of your email application. Please name the files attached to your application as follows: *surname_name_CV*, *surname_name_CL*, etc. Only shortlisted candidates will be contacted.