



International Humanitarian Organization

## Vacancy Senior Project Manager - Livelihood– Iraq

Position Title: Project Manager

Location: Thi Qar / Baghdad

Period: 1 year with 3 months probation period, and possibility of renewal for a second year

Closing date of the vacancy: 22<sup>nd</sup> March 2020

Starting date of the project: April/May 2020

### 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 humanitarian and development programs, always supporting the local civil society. UPP is active in Iraq since 1991 and is regularly registered at National and Kurdistan Region levels. The main UPP offices in Iraq are in Erbil and Baghdad.

This project, funded for 2 years by UNDP, aims to strengthening Livelihood opportunities in the sectors of cultural heritage preservation and eco-sustainable tourism in the governorate of Thi Qar, in particular in Nassirya and the Marshes area. The PM will be based in between Nassirya and Baghdad.

Learn more at: [www.unponteper.it](http://www.unponteper.it)

### Role and Responsibilities

Un Ponte Per is looking for a Senior 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;
- Participating to all the relevant humanitarian coordination working groups and meetings;
- Performing any other task relevant to the project and position assigned by the Head of Mission and the Desk Officer.

### Essential requirements

- University degree preferably in relevant subjects (Development, International Cooperation, Economics, Business Administration etc).

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Un Ponte Per | UPP - Humanitarian Organization – NGO

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- At least 4 years of professional experience in development/humanitarian project management
- Proved previous experience in the Livelihood sector (including in microgrants management, micro-business development, social enterprise)
- Experience in managing the administrative procedures set out by UN agencies or other main international donors
- Required excellent oral and written English and Arabic language
- Working experience with local counterparts (CSOs, local NGOs, and others) or managing consortium of NGOs.
- Excellent command of the project life cycle management with a special focus on administration and reporting
- Proven capacities to plan activities successfully targeting results and objectives
- Experience of planning, organizing and prioritizing work, working under pressure and matching deadlines
- Proactive attitude and Team working skills
- Excellent computer literacy skills

### **Desirable requirements:**

- Knowledge of the Middle East context and relevant local actors.
- Previous work experience in UNDP funded projects.
- Experience in eco-sustainable tourism and social enterprise.
- Experience or interest in cultural heritage preservation.
- Experience in developing or implementing environmental programs.

**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; "Livelihood Project Manager - Iraq" in the subject line of your email application. Only shortlisted candidates will be contacted.