



## Vacancy

### Head of Mission - Jordan

Position Title: Head of Mission

Main Location: Amman, Jordan

Period: Collaboration contract, with 3 months probation and renewable

Closing date of the vacancy: 30th July 2020

Starting date: 1st September

### Context

Un Ponte Per (UPP) is an NGO established in 1991. It has started its activities as “Un ponte per Baghdad”, in the aftermath of the first Gulf war, 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 aims at preventing armed conflicts, protecting human rights and supporting civil society, especially in the Middle East, through humanitarian and development programs, always complementing the local civil society.

In Jordan, UPP has been present since 2004, working in partnership with civil society organizations in projects concerning the reform of family law, health care, psychosocial and legal assistance for refugees, protection and assistance of persons with disabilities and the creation of livelihoods opportunities for Jordanians and refugees. Since 2011 UPP supports the country in responding to the flow of refugees fleeing the Syrian conflict and is an active member of emergency working groups in the fields of Livelihoods, Education, Protection (Child Protection and SGBV), Health, MHPSS. UPP is also an active member and focal point at the Disability Task Force (DTF).

Since the beginning of the Syrian crisis, UPP has been active in Jordan through support, guidance, protection and assistance programs for Syrian refugee families. During 2019, UPP’s work focused on protection and combating social exclusion, prioritizing mental and physical disability.

Currently, throughout 2020:

- “Promoting Vulnerable Women’s Economic and Social Empowerment in Lebanon, Jordan and Egypt” project consortium, funded by the Italian Agency for Development Cooperation (AICS) and designed to promote the social and economic empowerment of the Syrian refugee and Jordan vulnerable female population.
- “Jayeen”, supported by UNOCHA through the Jordanian Humanitarian Fund (JHF) with the aim of tackling social exclusion and supporting persons with disabilities
- “Rihlat Amani” (My Journey to safety), funded by the Italian Agency for Development Cooperation (AICS) to combat gender-based violence and violence against children with disabilities.
- “Enaya – Phase Two”, funded by the Waldensian Church, has the objective of contributing to the creation of decent and sustainable work opportunities for persons with disabilities belonging to the most marginalized sections of society.
- *Universal Civil Service Abroad*, to promote integration and coexistence between refugee communities (Syrian, Sudanese and Somali), the Jordanian community and other minorities in the Governorate of Amman, and to support persons with mental disorders in the Governorate of Zarqa.

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

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### Un Ponte Per | UPP - Humanitarian Organization – NGO

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NGO: AICS Decree n° 2016/337/000281/5 – VAT n°: IT 04734481007

Bank current account: IT09T0501803200000011007903 - SWIFT: CCRTIT2T - Account name: Un ponte per



## Role and Responsibilities

- Representation and management of UPP country mission in Jordan: upon UPP Staff Handbook, local human resource overall management and complementing international staff management; identification of local and international partners overseeing the organization's portfolio of programmes; organization of staff meetings to monitor the general progress of the projects and collect feedback; regular coordination with relevant people at HQs;
- To ensure the sustainability of the mission upon HQs relevant inputs and in alignment with UPP general mission and values by proactively suggesting and planning for the development of new programmes upon UPP's overall 3 years strategy and continuation of current programmes and activities. Contributing with the PMs to the relevant project developments that Desk Officers supervise;
- Portfolio management; leading the country team in growing the portfolio of UPP in Jordan in a sustainable manner and liaison with a broad range of donors including UNOCHA, WHO, AICS – Italian Agency for Development and Cooperation; Australian Aid, Waldesian Church among others;
- Promote, develop, monitor and correct a consistent Country Strategy in strong coordination with the Head of International Cooperation Department;
- Ensuring that the quality of activities implemented at country level is within UPP operational standards, procedures, Standard of Conduct and Policies;
- Monitoring the programme quality standards in the mission, learning mechanisms, M&E system. Identification of problems in the implementation of planned activities that require immediate actions and proposals for corrective elements and possible solutions;
- Operational management: sound and regular financial control structures and registration, compliance with local authorities on HR and legal matters;
- Financial and administrative supervision of the office; overseeing the efficient spending of unrestricted and restricted funds available in the mission and overseeing internal and external financial reporting to donors and government entities;
- Safety and Security Ultimate responsible in-country: tailoring UPP's minimum standards, security plans and protocols, ensure due monitoring and reporting in constant liaison with UPP's Executive Director.
- Supervising the relationship with line ministries and local partners to achieve strong relationships with local communities to successfully implement projects;
- Promote and maintain regular liaising with international agencies and relevant international actors in the country and in the region;
- Communications and advocacy; contributing to develop a communications strategy for the country office, supervision of the social media outlets management in coordination with the local Communication Officer and the Communications Department based at the HQ.

## Essential Requirements

- University degree preferably in relevant subjects (International Law, Political Science, Social Work and/or Education, Economics, etc.);
- At least 5 years of professional experience in development/humanitarian project management;
- Required excellent oral and written English and Italian;
- Working experience with local counterparts (CSOs, local NGOs, and others) or managing consortium of NGOs;
- Excellent command of the project life cycle management;
- Sound experience in Program Development;
- Strong command of MEAL and Accountability standards;
- Good knowledge of safety and security minimum standards and guidelines;
- Sound experience in managing teams;
- Knowledge of the administrative procedures set out by the main institutional donors (EU, UN agencies etc);
- Proven capacities to launch initiatives and promote organization(s) positioning in a country;
- Previous experience working under pressure and/or in hardship duty station;



- Strong problem solving skills and posture;
- Team working skills and proactive attitude;
- Excellent computer literacy skills.
- Ability to travel abroad and settle in Jordan.

**Desirable requirements:**

- Knowledge of the Middle East context and relevant local actors (Jordan in particular);
- Good knowledge of Arabic language;
- Previous experience as Country Director or Head of Mission;
- Previous experience in capacity building and/or training programs: development of training curriculum, training needs assessment;

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 - Jordan" in the subject line of your email application.

Only shortlisted candidates will be contacted.

UPP strongly encourage a Diversity Policy for which gender and age are not required as information to outline in your CV.