



VACANCY

ADMINISTRATOR(S) IRAQ (1) AND NORTH EAST SYRIA (2)

Position Title: Administrator

Location: Iraq and/or North East Syria

Period: 12 months with 3-month probation period, and possible renewal

Closing date: 6th January 2021

Starting date : Mid January/February 2021

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/

ROLE AND RESPONSIBILITIES

Un Ponte Per is looking for three Senior Administrators that will be responsible of the following major tasks:

- Coordinate projects financial management ensuring UPP and donors financial requirements are met in an efficient and effective manner whilst assessing potential risks.
- Support registration of all the expenses according to UPP and donor procedures, template and its store on cloud also according to UPP paperless policy.
- Prepare financial documents and reports for HQ and donors ensuring accuracy and adherence to financial rules set within the given deadlines.
- Support UPP Project Managers (PMs) 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 PMs in the preparation of the new budget proposals and forecast with specific inputs on the budgets.

ESSENTIAL REQUIREMENTS

- University degree in administration or equivalent working experience

Un Ponte Per| UPP – Associazione Non-Governativa di Volontariato per la Solidarietà Internazionale

Sede Nazionale: Via Angelo Poliziano 18-20-22, 00184 Roma - Italia

tel. (+39) 06 44 70 2906 - fax: (+39) 06 44 70 3172 - e-mail: info@unponteper.it - web site: www.unponteper.it

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



- At least 3 years professional work experience in finance with NGOs
- Experience of financial reporting and grant management with a range of external donors using Excel and administrative software
- 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 Middle East with the same ability of a Western European passport owner. Ability to travel in Europe.

DESIRABLE REQUIREMENTS:

- Experience in main donors funded project (EU, UN, USAID, AICS etc.).
- Experience in Emergency projects management.
- Knowledge of the Middle East context and relevant local actors.
- Knowledge of Arabic or Italian is an asset.

HOW TO APPLY: Interested candidates are invited to submit a detailed CV, a brief cover letter to address the requirements above - specifying if NOT interested in one of the designated locations - and contact information of three professional references to: vacancy@unponteper.it . Please reference “*Administrators Name Surname*” in the subject line of your email application. Only shortlisted candidates will be contacted. Please name the files attached to your application as follow: *surname_name_CV*, *surname_name_CL*, etc. Note: Due to the urgency of this position Un Ponte Per reserves the right to screen applications on a rolling basis.
