



## VACANCY

### PROJECT MANAGER (ECHO-FUNDED PROJECT) *re-advertised*

*(This position is being re-advertised. Please consider that if you had previously applied)*

**Position:** Project Manager

**Duration:** 10 months with possibility of renewal

**Starting from:** May 2021

**Deadline:** 22 April 2021 with applications considered on a rolling basis

**Duty Station:** North-East Syria or Remote Work in case of lockdown of the Country

**Sector(s) of intervention:** Health and Protection

#### ORGANIZATIONAL PRESENTATION

Un Ponte Per (UPP) is an Italian NGO established in 1991. It started its activities as “Un ponte per Baghdad”, in the aftermath of the first Gulf war, with the aim of organizing solidarity initiatives in support of the Iraqi civilian population. In subsequent years, UPP missions expanded to include Serbia and other Middle Eastern and Mediterranean countries. The NGO aims at preventing armed conflicts, protecting human rights and supporting local civil society, especially in the **Middle East**, by promoting the nexus between its humanitarian, peacebuilding and development programs.

Since 2015, UPP has been one of the leading INGOs in the **North East Syria (NES)** response. Providing humanitarian aid and capacity building of local actors in **Health** and **Protection** as well as environmental health, including waste management. In partnership with local partners, UPP has been able to develop a comprehensive system of **health** services delivered in 26 facilities, including mobile units, hospitals, primary health care centres, and an ambulance network. For further information please refer to our website: [www.unponteper.it/en/](http://www.unponteper.it/en/)

#### CONTEXTUAL BACKGROUND

Conflict and displacement continue to affect North East Syria (NES), while needs are heightened due to the COVID-19 outbreak, impacting the provision of healthcare services, especially in remote areas and IDPs camps across all governorates. In continuation with previous Actions, UPP and partners aim to ameliorate living conditions and save lives of war-affected persons in NES by improving access to emergency and primary health care, life-saving obstetric and Reproductive Health (RH) services, and support the COVID-19 preparedness and response. Through a strengthened community-based strategy, UPP and partners will provide prevention outreach in health and protection to support local resilience. Through a flexible structure and a wide geographic coverage, the Action aims to provide the capacity to quickly assess and respond to emerging health and protection needs in different locations in NES.

#### MAIN TASKS AND RESPONSIBILITIES

##### ***Project Cycle Management & Reporting***

- Set up, plan, and supervise the implementation of project activities in close cooperation with implementing partners, key project staff and technical staff;
- Plan the project expenditure and ensure the compliance of expenditure of budgets with donor requirements and in line with international humanitarian standards and UPP Code of Conduct and in line with project documents and ECHO donor requirements;
- Ensure sound finance and administrative management, control and oversight in compliance with UPP and donor finance requirements in coordination with Local, Country and HQ Administration & Finance Team;
- Devise and implement project Procurement Plan and manage inventory items and stocks according to

---

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](mailto:info@unponteper.it) - web site: [www.unponteper.it](http://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 R050 1803 2000 0000 0100 790



UPP procedures and those of the donor, in coordination with Logistics Office;

- Devise and implement M&E plan, in coordination with MEAL and technical teams including data collection and monitoring, assessments and evaluations, and devise possible mitigation strategies;
- Supervise and monitor the application of UPP and donor guidelines pertaining to beneficiary involvement, accountability and management of Feedback and Complaints Mechanisms;
- Ensure that all project reporting (internal and external) is completed in a timely and accurate manner and in compliance with UPP and ECHO requirements, and in particular monthly, Interim and Final Reports and coordinate the preparation of technical annexes, in coordination with HQ;
- Participate in the development of Requests for Proposals and Modification Requests in coordination with HoM, HQ and Thematic Coordinators and in line with UPP and donor requirements;
- Manage regular communication and reporting with donor technical field teams;

### **Staff and partnership management**

- Support recruitment of UPP and partner staff with technical teams and Human Resources department;
- Supervise, train and mentor project staff, in coordination with technical teams and HoM/HoO;
- Ensure that all project personnel understand and comply with UPP Policies including Prevention of Sexual Exploitation and Abuse, Child Safeguarding and Fraud and report such instances in a timely and confidential manner, according to organizational standards and donor compliance;
- Ensure tight coordination with local partner(s) and technical support to ensure quality project cycle management whilst strengthening local capacities.

### **Coordination & Representation**

- Liaise and maintain good relations with local partners, other INGO and with all relevant stakeholders;
- Keep abreast of protection and health situation and represent UPP in relevant humanitarian coordination working groups as well as ensuring coordination and synergies at mission level;
- Represent UPP and participate to donor meetings, upon request of HoM and/or Desk Officer;
- Performing any other task relevant to the project and position assigned by the HoM and the Desk Officers.

### **ESSENTIAL REQUIREMENTS:**

- University degree in International Studies, Public Policy, Political Science, Law, Accounting or related fields
- At least 5-year professional work experience in management position in humanitarian sector
- Excellent command of Project Cycle Management including administrative and reporting actions;
- Experience in managing large multi-cultural teams and in tight coordination with local CSO/NGOs;
- Demonstrated experience in budgetary management;
- Knowledge of compliance and administrative procedures set out by the main institutional donors (EU, UN agencies etc.);
- Fluency in spoken and written English;
- Good command of Office and windows applications, including word processing, spreadsheets and email.

#### **Personal Skills:**

- Ability to take initiative, be proactive and maintain a solution-oriented approach;
- Ability to prioritize work and meet deadlines, while maintaining flexibility and a positive approach
- Determination and commitment to high quality standards;
- Excellent communication and interpersonal skills;
- Model and encourage active practice of the principles of neutrality, impartiality and fairness

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](mailto:info@unponteper.it) - web site: [www.unponteper.it](http://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 R050 1803 2000 0000 0100 790



#### DESIRABLE REQUIREMENTS:

- Experience working with ECHO-funded projects is a strong asset
- Work experience and/or knowledge of Middle East culture and context
- Working knowledge of Arabic and/or Kurdish is an asset

#### OTHER REQUIREMENTS:

Un Ponte Per is an International NGO committed to diversity and inclusion within its teams, in line with the principle of non-discrimination. UPP encourages all candidates irrespective of gender, religion and ethnicity including persons with disabilities to apply and become part of the organization.

#### Ethical Conduct

*UPP upholds all the minimum standards in terms of Ethical Conduct and strives to increase its standards over the minimum. **Zero tolerance** is reserved to Sexual Abuse and Exploitation and to Child Abuse, Violence, Harm, Injury and Negligence. By applying, any candidate assures that s/he has never breached any standard in terms of SEA and Child Safeguarding and that s/he will not in the future. For the protection of beneficiaries, communities and partners, UPP will conduct extensive reference check and vetting on shortlisted candidates, also over the contacts indicated by the candidate. Candidates are alerted that the required background check might compromise their privacy. Shortlisted candidates shall promptly provide an up-to-date criminal background check.*

---

**HOW TO APPLY:** Interested candidates are invited to submit a detailed CV, a brief cover letter to address the requirements above and contact information of two professional references to: **[vacancy@unponteper.it](mailto:vacancy@unponteper.it)** Please reference "**Project Manager ECHO NES re-ad- Name Surname**" in the subject line of your email application. Please apply with just one email. Only shortlisted candidates will be contacted. Due to the urgency of this position Un Ponte Per reserves the right to screen applications on a rolling basis.