



VACANCY

LEARN-PROJECT OFFICER NORTH EAST SYRIA

Position Title: LEARN-PROJECT OFFICER NORTH EAST SYRIA

Location: North East Syria

Period: 6 months, with possible extension of additional 12 months, pending donor approval

Closing date of the vacancy: 19 September 2021 (applications on a rolling basis)

Starting date: November 2021

CONTEXT PRESENTATION: Un Ponte Per (UPP) is a voluntary association founded in 1991, immediately after the bombing of Iraq, promoting 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/

BACKGROUND

Entering year 10 of the Syria crisis, conflict continues to expose civilians to acute humanitarian needs in health, WASH, Shelter, NFI and protection. In North East Syria (NES) widespread displacement, destruction of basic services and increased exposure to protection risks is on-going. In response, UPP and its local partners are running since 2017 a humanitarian Action in the health sector focused on providing timely and quality emergency and primary health care for the most vulnerable population affected by the conflict (camps and out of camps).

Through this intervention, aims to ameliorate living conditions and save lives of war-affected persons in NES. The Action will improve safe and equal access to primary health care and to ambulance referral system, together with health and protection prevention and community outreach. The Action provides support to 5 Primary Health Care Facilities, 2 Maternity Departments and 2 COVID-19 Treatment Facilities, and to a NES-wide Emergency Management Coordination Center for ambulance referrals management. The planned outcome is to improve the health status of the conflict-affected population with a view of building the capacity of local actors and the resilience of communities in NES.

Un Ponte Per is looking for one Project Officer to support the Project Manager in the implementation, supervision, monitoring and reporting of day-to-day activity of the Action, and in the achievement of final results.

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

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

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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

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ROLE AND RESPONSIBILITIES:

Project Management

- Support the Project Manager (PM) in planning and supervising the implementation of project activities, in close cooperation with the project teams and technical leads
- Assist the PM and the MEAL Manager in monitoring the activities and the results achieved against the project indicators
- Conduct regular field visit monitoring of project activities and sites with defined objectives and projected outcomes
- Liaising with local partners and other INGOs
- Facilitate in interdepartmental functionality between the project management and technical teams (Medical, Protection, Livelihood, MEAL)
- Performing other tasks relevant to the project and position, assigned by the PM, and the Desk Officer.

Reporting

- In conjunction with the PM and technical leads, ensure all project reporting (internal and external) is completed in a timely and accurate manner
- Facilitate monitoring of the projects with project staff, to review project progress, review beneficiary feedback, identify corrective actions required, and capture learning
- Contribute to Lessons learnt and project reviews

Finance

- Supporting the PM and the Administrative team in ensuring the overall management, control and oversight of administrative and financial procedures, in compliance with UPP organizational systems and instructions
- Support the PM and the Administrative team in budget follow-up and forecasting, while adhering to compliance with donor requirements

Procurement

- Determine and ensure the project's logistics management, including procurement is within the implementation time and coordinated with the PM and support departments
- Participate in project monitoring and evaluation to assess project impact and effective use of resources.

ESSENTIAL REQUIREMENTS

- University degree
- Minimum of 2-3 years of professional experience in project management, preferably in a humanitarian context
- Previous field experience and international exposure
- Excellent command of the project life cycle management
- Previous experience working with local partners and counterparts (local CSOs, NGOs and authorities)
- Strong organization and planning skills, ability to multitask and to prioritise work

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- Flexibility and adaptability, preparedness to work in a difficult environment with security constraints and challenging living conditions
- Stress management skills and ability to work under pressure
- Reporting skills
- Previous experience in drafting project proposals
- Strong communication and interpersonal skills
- Proactive attitude, ability to work autonomously as well as part of a team
- Detail-oriented
- Excellent oral and written English

DESIRABLE REQUIREMENTS

- Knowledge of the Middle East
- Knowledge of main institutional donors' guidelines and requirements
- Familiarity with emergency projects and related tools
- Previous experience in Health and Livelihood projects
- Previous experience in administration and logistics
- Knowledge of Arabic and/or Kurdish

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 for two professional references to: vacancy@unponteper.it. Please reference "**LEARN-PO - Name Surname**" in the subject line of your email application. In case you are interested also in other positions published in the same period, please apply with just one email and indicate your preferred order. Only shortlisted candidates will be contacted. Please name the files attached to your application as follow: *surname_name_CV, surname_name_CL*, etc.

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