



VACANCY REPORTING OFFICER

Position Title: Reporting Officer

Location: Rome

Period: 5 months, with possible extension pending donor's approval

Closing date of the vacancy: 3 October 2021 (applications on a rolling basis)

Starting date: beginning of 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 Livelihood, 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 2015 a humanitarian action focused on providing timely and quality essential assistance in different sectors, mainly focusing on health, protection and early recovery for the most vulnerable population affected by the conflict (camps and out of camps). Under the early recovery component, the program aims at supporting the most vulnerable individuals through the restoration of livelihood activities that were disrupted due to the war as well as the recent COVID-19 crisis, as well as through the creation of new income generating opportunities. In particular, UPP will support already established women cooperatives in order to improve their production and marketing and so to create new income and job opportunities. Finally, UPP will also support TVET graduates in order to launch new micro businesses.

Key Duties and Responsibilities:

- Drafting, reviewing and finalizing the monthly, interim, final and ad hoc reports relating to the reference project, in coordination with the relevant desks and the field team;
- Review donor monitoring and reporting documents;
- Collaborate and assist in the drafting of the final report to the donor;
- Participate on organization and coordination meetings held by the Syria work team;
- Assisting the Health Program Desk in daily and internal communications with the Syria team;
- Assisting the Health Program Desk in developing new projects and programs;
- Assisting the Health Program Desk in preparing any report that is relevant to the Syria program;
- Assisting the project Health Program Desk in additional tasks that are necessary and consistent with the normal management, support and expansion of the Syria program;

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 0306 1001 1000 0100 790



- Perform specific research, documentation or systematization tasks of data and information, in support of the operations of the Cooperation Department, on behalf of the Head of Department.

Essential requirements:

- University degree
- Minimum of 2-3 years of professional experience as reporting officer
- Previous field experience and international exposure
- Excellent knowledge of the project life cycle management
- Strong organization and planning skills, ability to multitask and to prioritise work
- 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 projects

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 **“Reporting Officer - 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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