



VACANCY

RESPONSABILE DEL PROGETTO/ PROJECT MANAGER

Position Title: Responsabile del Progetto/ Project Manager

Location: Erbil – KRI/Iraq

Period: 11 months with possible renewal

Closing date of the vacancy: 28th July 2022 (applications on a rolling basis)

Starting date: August 2022

Context Presentation: Un Ponte Per (UPP) is an international humanitarian organization, based in Italy. Originally named Un Ponte Per Baghdad (A Bridge to Baghdad), the association became simply Un Ponte Per after the extension of its work to the Balkans, as well as other Middle East and Mediterranean countries and Europe. UPP is currently active in Iraq, Syria, Jordan, Lebanon, Palestine, Serbia and Kosovo alongside civil society organizations. In Italy and in Europe, UPP works to promote peace and disarmament, human rights, refugees and migrants' inclusion, women and girls rights and anti-discrimination. UPP strongly rejects war as a solution to international and national conflicts, and it considers fundamental rights claim indivisible from humanitarian intervention. UPP exerts relentless efforts with the ultimate objective of developing more equal and peaceful coexistence. For further information please refer to our website: www.unponteper.it/en/

Organization setting: the appointed Project Manager will report to the administrative staff manager and the program desk for matters related to the day-to-day management of his/her tasks.

Key Duties and Responsibilities:

Activities Management

- Planning, coordinating, implementing and monitoring of project activities in agreement with donors and contextual needs.
- Supervising and reviewing the monitoring and evaluation plan (MEAL), activities, tools and results
- Supporting the health team to implement qualitatively the activities.
- Preparation of monthly work agendas;

Administration management

- Supervising the management of the logistics needs and procedures of the project, in cooperation with the logistics staff.
- Managing the movements of the health team in line with UPP security rules.

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

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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 CC Postale n° 59927004 - CC Bancario Banca Popolare Etica IBAN IT52 R050 1803 2000 0000 0100 790



- Organizing and monitoring of the financial and accounting management of the project;
- Supervising the compliance of UPP policies and procedures on the project
- Recruiting and managing the project's human resources;
- Finalization of activities aimed at ensuring the co-financing and sustainability of the programme of the mission of Un ponte per... Iraq and any complementary/integrative activities of the project actions;

Reporting

- Preparation of regular internal reports as requested by the employer;
- Preparation and finalization of the quantitative and qualitative narrative and financial reporting with the support of headquarters, according to the donor's requirements;

Coordination

- Participation in coordination meetings (Mosul ABC, etc.) and relevant clusters and working groups (Health, MHPSS, etc.) of interest with respect to the project's activities.
- Maintaining and developing relations with local institutions, humanitarian agencies, NGOs and donors;

Other

- Responsible for promoting the visibility of the project and the visibility of the organisation, in collaboration with the relevant departments and consortium partners
- Carrying out other activities exclusively related to programmes of interest to the organisation in the area requested by HQ;
- To collect and manage incident reports.

Essential Requirements:

- Minimum Bachelor Degree in public health, humanitarian field, social sciences, or social work.
- At least 3 years working experience in similar position in the humanitarian sector;
- At least 2 years of proven experience in staff management;
- Proven experience in budget management, forecast and follow-up.
- Proven experience in logistics management and procurement.
- Previous experience in proposal and report writing
- Previous experience in setting up MEAL tools and plans.
- Strong organizational skills;
- Strong managerial skills in a multicultural and multidisciplinary team.



- Ability to work independently
- Ability to work under high pressure and in emergency situation with calm
- Fluent level of Italian (Written and spoken)
- Fluent level of English (Written and spoken)
- Proficiency in MS Office
- Demonstrated commitment to humanitarian principles

UPP requires criminal background check certificate (released max 3 months before the date of job offer) to confirm a job offer. We are aware that in some countries the release of criminal background certificate by the competent authorities might require several weeks. However, UPP runs selections to deploy staff in emergency programs and time-lapse between job offer and field deployment is often very short. Thus, we kindly ask all candidates to get prepared on time and be able to submit their certificate promptly in case of success in the selection.

Desirable requirements:

- Proven experience and knowledge on public health or reproductive health program is a strong asset.
- Previous experience working as consortium lead is a strong asset.
- Previous experience in Iraqi context is an asset.
- Fluent level of Arabic is a strong asset.
- Ability to solve problems and proactivity
- Excellent reactivity and flexibility in all circumstances
- Regional and cultural knowledge and sensitivity;

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 (PDF format) with the authorization to use and process data on the base of the EU Regulation 2016/679 - GDPR and a brief cover letter (PDF format) that includes the contact information for three Professional References (relevant and recent) to: vacancy@unponteper.it. Please reference **“PM AICS- Name Surname”** in the subject line of your email application and name the files attached to your application as surname_name_CV, surname_name_CL, etc. Be informed that UPP screens prospective colleagues through anti-terrorism/anti-money-laundering/anti-corruption/anti-fraud sanctions lists before job offer. Only shortlisted candidates will be contacted.
