



International Humanitarian Organization

## VACANCY SENIOR AND JUNIOR PROJECT MANAGER

### Job opening for roster purposes

**Locations:** North Iraq, North East Syria, Lebanon, Jordan

### General Context

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. Originally called *Un Ponte Per Baghdad (a bridge to Baghdad)*, the association later became simply, Un Ponte Per, after expanding its work into Serbia and Kosovo, as well as other countries in the Middle East and Mediterranean.

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.

Un Ponte Per which strongly rejects war as a solution to international conflicts, exerts relentless efforts to attain peace and solidarity among people via encouraging encounters between different cultures, languages, religions and traditions with the ultimate objective of developing a more equal and peaceful coexistence.

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 current UPP fields of work/programme in the country are the following:

- Psycho-social support for the Syrian refugees and Iraqi IDPs residing in refugee camps and in the hosting communities
- Empowerment of youth of minorities
- Emergency Response Programme to assist minorities at risk
- Improving accessibility and quality of reproductive health services and inclusive educational services for Syrian refugees
- Protection and Valorisation of tangible and intangible cultural Heritage
- Formal and non-formal educational programme with teenagers
- Health Emergencies in Syria
- Peace building and Social Cohesion among the communities affected by military struggle with Daesh (ISIS)
- Advocacy initiative working to build concrete links of solidarity between international civil society organizations and the growing Iraqi civil society.

Un Ponte Per is updating its roster in order to select Junior and Senior project managers that may be contracted during the current year.



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## SENIOR PROJECT MANAGER

### MAIN DUTIES AND RESPONSABILITIES FOR SENIOR PM:

- Setting up, planning, and supervising the implementation of project activities in close co-operation with the key project staff;
- Monitoring the activities and the results achieved against the project indicators;
- Ensuring that all project reporting (internal and external) is completed in a timely and accurate manner;
- Planning the project expenditure and ensuring the compliance of expenditure of budgets with donor requirements;
- Ensure, together with the admin. manager, overall management, control and oversight of financial and administrative procedures, in compliance with UPP organizational systems and instructions;
- Liaising with local partners, the donor, and with all relevant stakeholders;
- Participating to all the relevant humanitarian coordination working groups and meetings;
- Performing any other task assigned by the Head of Mission

### ESSENTIAL REQUIREMENTS FOR SENIOR PM:

- University degree
- Five years of professional experience in humanitarian project management
- Excellent command of the project life cycle management with a special focus on administration and reporting actions
- Proven capacities to plan activities successfully targeting results and objectives
- Excellent knowledge of the guidelines set out by main donors (EU, UN etc.)
- Excellent oral and written English
- Working experience with local counterparts (CSOs, local NGOs, and others)
- Experience of planning, organizing and prioritizing work, working under pressure and matching deadlines
- Proactive attitude
- Team working skills
- Excellent computer literacy skills.

## JUNIOR PROJECT MANAGER

### MAIN DUTIES AND RESPONSABILITIES FOR JUNIOR PM:

The Junior Project Manager will have the responsibility of supporting and assisting the coordinator of the Programmes and projects in the field particularly from an administrative and logistic point of view.

### ESSENTIAL REQUIREMENTS FOR JUNIOR PM:

- University Degree
- Project management background for at least 1-2 years in NGOs
- Project Management Cycle.
- Proactivity, problem solving ability, multicultural approach and ability to integrate multi-ethnics team
- Technically competent with various software programs, particularly Microsoft Office programs.
- Good oral and written English.



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## **OTHER REQUIREMENTS FOR SENIOR AND JUNIOR PM:**

**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.**

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.

## **DESIDERABLE REQUIREMENTS FOR SENIOR AND JUNIOR PM:**

- Knowledge of the Middle East context and relevant local actors.
- Knowledge of Arabic
- Capacity of working under stress and in difficult environment

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### ***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.*

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**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: [roster@unponteper.it](mailto:roster@unponteper.it)

The CV need to contain also the following authorization: *“I, the undersigned Name and Surname authorize Un Ponte Per to use my data for the vetting procedure.”*

Please reference **“Roster PM - 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.

Prospective candidates should be able to travel in the countries where UPP operates. Please indicate if you have any preferences on a specific country or field/programme and if you have any restriction in working in a specific country.

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.

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