



VACANCY HEAD OF OFFICE DOHUK -IRAQ

Position: Head of Office Dohuk – IRAQ

Location: Dohuk, KRI-Iraq

Type of contract: Contract of collaboration

Duration: 12 months (3-month probation period)

Closing date of the vacancy: 31st October 2023 (applications on a rolling basis)

Starting from: December 2023

CONTEXT PRESENTATION: Un Ponte Per (UPP) is an NGO established in 1991. It has started its activities as “Un ponte per Baghdad”, right after the end of the war in Iraq, with the aim of organizing solidarity initiatives in favor of the Iraqi civil society. Later on, the intervention of Un Ponte Per started including Serbia and other Middle Eastern and Mediterranean countries. The NGO mission is to prevent new conflicts, protect human rights and support civil society, especially in the Middle East, through humanitarian and development programs, always supporting the local civil society in all its forms. UPP is active in Iraq since 1991 and is regularly registered at National and Kurdistan Region levels. The main UPP offices in Iraq are in Erbil and Baghdad, but the mission has a total of 6 offices in both KRI and GOI and activities in 6 different governorates. The currently active programs are: Peacebuilding and social cohesion, Livelihood, Protection and Health, funded by both Institutional Donors and private foundations. UPP is active in the humanitarian response for Syrian refugees in camps, IDPs and returnees, in the physical and social reconstruction of the liberated areas, as well as in the support of strategic areas in southern Iraq. Most activities are directly implemented, but UPP also cooperates with a variety of local and international CSOs, and has a specific intervention aiming at strengthening the role of the local Civil Society and of its organizations.

Learn more at: www.unponteper.it/en/

Organization setting: the appointed Head of Office refers directly to the Country Representative and Head of mission and to the Head of Financial Department, and is conversely reference point to the Log and Admin NES Coordinator, all the appointed PMs and all the administrative personnel of all UPP project staff based in NES with back office in Dohuk.

Tasks and responsibilities:

- Coordination and financial supervision of the UPP General cash and account of the projects administrated in Dohuk;
- Ensure and enforce compliance with Anti-Fraud, Anti-Terrorism, Anti-Corruption policies at UPP and those of donors throughout the Dohuk office;
- Support and promptly activate disciplinary processes against suspicion of violation of CoC, ICRC CoC, Whistleblowing and PSEA policies with the coordination of eligible line management;
- Support UPP Head of Administrative Department and the Log and Admin NES Coordinator at HQ in preparing country’s yearly financial forecast (staff, running, shared and indirect costs) and regularly monitor related allocations and coverage;
- Monitoring the overall management and logistics related to Dohuk Office, taking measures to ensure an efficient and on-standard decision making on UPP related facilities for the relevant projects in NES and Dohuk;
- Identify financial shortfalls and bottlenecks related to expenditure in the implementation of planned activities that would require immediate action and propose corrective measures accordingly;
- Organize regular staff meetings in Dohuk, with a view to resume and monitor the overall performance in terms of coordination and intersections, and identify gaps and cross-cutting issues to address with an office approach;

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

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- Financial coordination and supervision, including cashbooks, bank accounts and timely and quality financial reporting by the related PMs and administrative staff of the UPP projects administered in Dohuk office;
- Supervise external and internal audits and micro-assessments preparation, in accordance and cooperation with the Administrative Desk appointed for projects in Dohuk.
- In coordination with appointed Administrative Desk for NES, with a view to ensure compliance with principles for accounting, project financial management and in particular for the enforcement of anti-fraud, anti-corruption and anti-terrorism, provide training, briefing and orientation for finance and logistics staff of UPP in NES, and underpin related capacity building of local partners.
- Propose positions opening to HoM and HQ upon compelling need or project set, recruit, supervise, support and evaluate local staff for Dohuk office and for administrative posts in NES.
- Supervise the cross border activities with NES both in terms of staff cross border and supplies/pharma shipment, taking care of the permission needed on the Iraqi side in strong coordination with Erbil office and NES mission;
- Supervise the security of Dohuk office in coordination with the Country Representative, the Head of Mission and the Security Team in NES;

ESSENTIAL REQUIREMENTS

- University degree in accounting, in international studies, public policy, political science or law or related fields or equivalent working experience
- At least 4 years professional work experience in finance in NGOs
- Experience of financial reporting and grant management with a range of external donors
- Experience of reporting and monitoring to tight deadlines
- Effective financial management skills and knowledge of finance systems and procedures
- Excellent organizational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills including Excel
- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to prioritize work, meet deadlines and work calmly under pressure, while maintaining flexibility and enthusiastic approach
- Fluency in English and Italian is required

DESIRABLE REQUIREMENTS:

- Work experience in the Middle East
- 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. UPP participates in the Inter Agency **Misconduct Disclosure Scheme**, therefore, 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. UPP will conduct extensive reference check and vetting on shortlisted candidates that might*

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compromise candidates' privacy. Shortlisted candidates shall promptly provide an up-to-date criminal background check. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

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 **“HoO Dohuk - 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.
