



VACANCY

PROTECTION Project Manager – Jordan

Position Title: Protection Project Manager

Location: Amman - Jordan

Period: 12 months with possible renewal

Donor: AICS

Closing date of the vacancy: 01/12/2024 (evaluation on a rolling basis)

Context Presentation:

Un Ponte Per ETS (UPP) is an international humanitarian organization, with Headquarters in Italy. Originally named Un Ponte Per Baghdad (A Bridge to Baghdad), the association became Un Ponte Per after the extension of its work to other Mediterranean countries. UPP ETS is currently active in Iraq, Syria, Jordan, Lebanon, Palestine, Serbia, Kosovo, Tunisia, and Ukraine alongside civil society organizations, with a strong localization approach. UPP strongly rejects war as a solution to international and national conflicts. It exerts relentless efforts with the ultimate objective of preventing armed conflicts and developing more equal and peaceful coexistence. The NGO acts through awareness campaigns, cultural exchanges, humanitarian and development projects, peacebuilding programs, and the creation of social justice networks. In Italy and in Europe, UPP works to promote peace and disarmament, human rights, refugees and migrants' inclusion, and ecological transition. In Jordan, it has been active since 2005 with a strong focus on the protection of women and girls, refugees, and people with disabilities (PWDs). For further information, please refer to our website: www.unponteper.it/en/

Project brief: The project is funded by the Italian Cooperation Agency (AICS) "Masahat Aamina II (Safe spaces II): *Spazi protetti per l'inclusione sociale e la protezione integrata per le persone particolarmente vulnerabili tra i rifugiati e le comunità ospitanti in Giordania* (AICS12505/01/0).

The project will be implemented in the Governorates of Amman, Irbid, and Zarqa and aims to enhance access to protection services for the most vulnerable groups among refugees and host communities. It seeks to foster community participation and ownership by local CBOs and PDOs in the delivery of integrated case management services, psycho-social and mental health support, legal assistance and inclusion of persons with disabilities and their caregivers, cash assistance and management of safe spaces for children, adolescents, women, and persons with disabilities. The project further aims to strengthen local capacities in preventing and responding to Technology Facilitated Gender-Based Violence and enabling spaces for self-actualization for vulnerable women and girls in Jordan.

Un Ponte Per ETS | UPP – Humanitarian Organization – NGO

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ETS: RUNTS rep. n. 128584 - NGO: AICS Decree n° 2016/337/000281/5 – VAT n°: IT 04734481007

IBAN: IT 09 T 05018 03200 0000 11007903 - BIC SWIFT: ETICIT22



Organization setting: the appointed Project Manager will report to the Program and Administrative Desk Officers for matters related to the day-to-day management of his/her tasks, and to the Country Representative for legal and security issues.

Key Duties and Responsibilities:

Project Cycle Management

- Plan, Implement, and monitor the project activities as foreseen in the project documents, with reference to the intervention budget and the project chronogram.
- Ensure the correct financial management of the project with the support of the local Finance Officer and Finance and Admin HQ Office in Rome.
- Supervise the on-site performance of the planning, implementation, and monitoring functions of the project activities, ensuring that they are compatible with the UPP procedures and the donor guidelines.
- Supporting the project team of UPP and partners to implement qualitatively the activities.
- Provide technical support to local implementing partners, consultants and service providers, for the correct management of the project cycle and contribute to the strengthening of local capacity
- Supervising and reviewing the monitoring and evaluation plan (MEAL), activities, tools, and results
- Lead field efforts in the development of proposals, budgets, and concept notes in coordination with HQ Desk Officers.
- Lead on the preparation of possible Modification Requests to the donor.

Financial and Administrative management

- Supervising the management of the logistics needs and procedures of the project, in cooperation with the logistics staff.
- Managing the movements of the protection team in line with UPP security rules.
- Organizing and monitoring 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 program of the mission of Un Ponte Per ETS in Jordan and any complementary/integrative activities of the project actions.



Reporting

- Preparation of regular internal reports as requested by UPP HQ Desk Officers.
- Periodically draft technical reports on the progress of the project, on the administrative management, and the impact assessment, according to the UPP tools and the donor's guidelines
- Prepare the narrative and financial reports of the project, including Interim, Final, and other donor reports.
- Guaranteeing quality reporting from partners is timely and accurate.

Coordination

- Participation in coordination meetings and relevant clusters and working groups of interest concerning the project's activities.
- Facilitate coordination between technical (i.e. Protection) and other field staff teams.
- Maintaining and developing relations with local institutions, humanitarian agencies, NGOs, and donors, in coordination with the Country Representative.
- Contributing to the development of UPP's Country Strategy.
- Maintain periodic coordination contacts with the Italian cooperation (AICS) in coordination with UPP HQ and develop proposals for enlargement/strengthening of the ongoing strategies.

Other

- Responsible for promoting the visibility of the project and the visibility of the organization, in collaboration with the relevant departments and consortium partners.
- Carrying out other activities exclusively related to programs of interest to the organization in the area requested by HQ.
- To collect and handle incident reports from staff and partners and monitor Policy implementation among project staff with a focus on Code of Conduct, PSEA, Child Safeguarding, Fraud, and other relevant aspects in line with Staff Handbook Procedures.

ESSENTIAL REQUIREMENTS:

- Minimum master's degree preferably in social sciences, social work or International Cooperation
- Fluent level of Italian (Written and spoken – C1)
- Fluent level of English (Written and spoken – C1)
- At least 2 years of working experience in a similar position in the humanitarian / development sector
- Strong interpersonal and team management skills.
- Excellent Project Cycle Management knowledge

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- Knowledge of the guidelines of the major funding agencies (AICS, EU, ECHO, UN, etc.)
- Proven experience in budget management, forecasting and follow-up
- Proven experience in logistics management and procurement.
- Previous experience in proposal and report writing
- Previous experience in MEAL management
- 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 with calm
- Proficiency in MS Office (Word, Excel, Power Point, Outlook)
- Demonstrated commitment to humanitarian principles

UPP requires a criminal background check certificate (released max 3 months before the date of a job offer) to confirm a job offer. We are aware that in some countries the release of a criminal background certificate by the competent authorities might require several weeks. However, UPP runs selections to deploy staff in emergency programs and the 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 certificates promptly in case of success in the selection.

DESIRABLE REQUIREMENTS:

- Proven experience and knowledge of protection programs is a strong asset
- Previous experience working in tight coordination with local CSOs is a strong asset
- Previous experience in the Jordanian context is an asset
- A 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 ETS 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.

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Ethical Conduct

UPP ETS upholds all the minimum standards in terms of Ethical Conduct and strives to increase its standards over the minimum. **Zero tolerance** is reserved for Sexual Abuse and Exploitation and for 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 checks and vetting on shortlisted candidates, as well as 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.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Un Ponte Per ETS also participates in the Inter-Agency [Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, 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 basis 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.

The CV needs to contain also the following authorization: *"I, the undersigned (Name and Surname) authorise Un Ponte Per to use and process data on the base of the EU Regulation 2016/679 – GDPR, and to use my data for the vetting procedure."*

Please reference **"PM Protection Jordan- 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 a job offer.

Only shortlisted candidates will be contacted.