

VACANCY

HEAD OF MISSION IN KURDISTAN

Position: **Head of mission**

Place of employment: **Erbil, KRG**

Starting: **May 2017**

Duration: **12 months (extensible)**

Requirements

- At least 5 years of experience in the management of Development Cooperation programs and humanitarian aids
- Experience in the Middle-East Region, in the field of emergency projects, humanitarian operations, GBV, Education and Protection
- Previous experience in contexts with scarce technical availability and of social complexity
- Excellent knowledge of English

Assets

- Previous experience in the role of Head of Mission
- Master's degree and/or specialization in the field of development cooperation and similar
- Knowledge of a second language (Arabic – Kurdish – Italian)
- Experience in procedures and good practices for the prevention of risks, as well as for the full security of operators in current or latent conflict contexts
- Experience in writing and managing projects relating to the main international cooperation and humanitarian aids programs

Skills and predispositions

GUS - Sede Legale
Via della Pace, 5 Macerata
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Fax +39 0733 269758

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[Web: www.gus-italia.org](http://www.gus-italia.org)
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- Excellent organizational skills, flexibility, strong spirit of initiative and autonomy in the work, practicality
- Stress resistance, ability to work under pressure respecting deadlines
- Excellent teamwork skills and ability to work by objectives, training skills with collaborators, assertiveness and decisional skills
- Predisposition to work in complex and delicate contexts at political and safety level, as well as, in multicultural environments
- Excellent hearing, negotiation and communication skills

Main activities

Gus association aims to strengthen its presence in Iraqui Kurdistan, through a humanitarian intervention addressed to the populations living in the refugee camps of the region. The head of mission, then, will have the task of supporting GUS in strengthening its presence. Particularly, the head-of-mission refers directly to the Italian Desk and to the International Projects Manager, and through them, to the Board of GUS.

His/her tasks will include:

- Consolidating the presence of GUS association in the region and representing the organization within international and local tables;
- Building and strengthening a network of relationships with NGOs, local authorities, international agencies operating in the region;
- Management of the human resources involved in the project, as well as, of the potential integrated interventions;
- Guiding and supporting the projects office, especially, in relation to the research of new partnerships, needs analysis, M&E;
- Management of projects to be implemented so as to guarantee the timely execution of the activities planned, follow the monitoring activities and prepare all the required reports;
- Financial planning and administrative checks of expenses;
- Planning and control of the right application of visibility rules by the donor/donors;
- Writing and sending the periodical activity reports to the Area Manager at the headquarter.

This vacancy is open until the 28th April 2017.

EXTENDED TO 16/05/2017

To apply, please send your CV, joint with a presentation and motivation letter (not exceeding one page in size) and with the contacts of at least 2 reference persons.

Reference email: overseas@gus-italia.org

The first step of the selection will end by the 5th of May 2017, when only the short-listed candidates will be contacted to make an agreement on the next steps.

The selection is expected to end in mid May 2017, and the mission will start immediately after.

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