



ITALIAN GEOGRAPHICAL SOCIETY

Research and Development Unit

SOCIETÀ GEOGRAFICA ITALIANA

Unità di Ricerca e Sviluppo

## JOB VACANCY

### Finance and administrative management

#### Jobs Details

<b>Duty station:</b>	Italy, Rome
<b>Sector:</b>	Project management
<b>Start:</b>	October 2023
<b>Position:</b>	Backstopping Officer (Finance and administrative management) at the Research and Development Unit of the Italian Geographical Society. Part-time.
<b>Duration:</b>	12 months with a 2-months' probation, renewable.
<b>Background:</b>	<p>The Research and Development Unit of the Italian Geographical Society is currently seeking a backstopping officer of international cooperation projects with previous experience, to join our team at our head office located in the Villa Celimontana, Via della Navicella 12, Rome, Italy. The officer will be in charge of the administrative tasks for the management of EU, UN and other donors' projects within international partnerships, service contracts and grants.</p> <p>The Italian Geographical Society [Società Geografica Italiana, SGI], founded in 1867, is a no profit and research institution that pursues goals of general interest in the fields of geography, statistics, population dynamics, sustainable development, and international cooperation for development, in accordance with the international principles and criteria established by the United Nations, other international organisations, the European Union and Italian governing bodies.</p> <p>The international cooperation activities are implemented through its Research and Development Unit [Unità di Ricerca e Sviluppo, URS], established together with the Public University of Rome "Roma Tre". The URS and its staff promote and implement research and development activities mainly in the fields of population science and statistics, geospatial information, statistical information systems, censuses and statistical surveys, statistical data collection, data analysis and data dissemination.</p>
<b>Job Description:</b>	<p><b>Finance:</b></p> <ul style="list-style-type: none"><li>• Project contracts management with in-house administrative offices, donors, partners, and offices in other countries</li><li>• Administrative backstopping, budget management and control (Accounting, financial operations)</li><li>• Responsibility for timesheets and other documentation for financial management and monitoring</li><li>• Payments related to project activities and liaison with country local offices</li><li>• Preparation of financial reports and liaison with project auditors</li></ul> <p><b>Administrative:</b></p> <ul style="list-style-type: none"><li>• Expert search, negotiation, and recruitment of experts</li><li>• Preparation of contracts for experts and liaison with in-house administrative offices</li><li>• Preparation and supervision of missions of experts</li></ul>

	<ul style="list-style-type: none"> <li>• Data archiving (paper and electronic)</li> <li>• Support URS's Director and project coordinators in monitoring and evaluation, quality assurance of deliverables</li> <li>• Eventual implementation of short-term missions in other countries</li> <li>• Any other duties as may be assigned by the URS Director or project coordinators in financial and administrative project management.</li> </ul> <p><b>Project Management (desirable):</b></p> <ul style="list-style-type: none"> <li>• Preparation of pre-qualifications documents and financial proposals for international financing institutions such as EU, UN, World Bank, AICS</li> <li>• Budget planning</li> </ul>
Candidate's profile:	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Academic degree in economics, statistics, or relevant fields</li> <li>• Minimum 10 years of experience in accounting and financial reporting</li> <li>• Minimum 3 years of experience in project backstopping (no experience, but willingness to learn can be considered)</li> <li>• Proven experience in project management in a multicultural environment</li> <li>• Excellent analytical and writing skills in English and Italian</li> <li>• Proven communication skills and teamwork oriented</li> <li>• Willingness to travel</li> <li>• Professional level of language skills in English and Italian.</li> </ul> <p><b>Other skills:</b></p> <ul style="list-style-type: none"> <li>• Skilled in the use of multiple IT packages and systems relevant to administration and finance: create proposals, perform financial processes, record and analyse data. Examples include MS Office or equivalent packages</li> <li>• Completes tasks to a high standard, prioritise actions and tasks, meet tight deadlines</li> <li>• Possession of analytical skills and be detail-oriented</li> <li>• Ability to take the initiative and work independently under the guidance of the URS's Director or project coordinators.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of donor agencies' management, administrative procedures, and technical requirements (EU, PRAG procedures)</li> <li>• Familiar with administrative manuals and guidelines used by EU and AICS for international development cooperation.</li> </ul>
Application deadline:	05-10-2023
Salary and type of contract:	According to qualifications and previous experience.
How to apply:	<p>Send your application to: <a href="mailto:urs.adm@societageografica.it">urs.adm@societageografica.it</a> and <a href="mailto:urs.director@societageografica.it">urs.director@societageografica.it</a> with a CV in EU format and a motivation letter, in English or Italian language, including at least two references (names and contact details). The deadline for receiving applications is the <b>5th of October 2023</b>. Applications received after that date will not be considered.</p> <p>Only shortlisted candidates will be contacted. SGI reserves the right to fill the position before the closing date of the published vacancy in case a suitable candidate is identified.</p>