



ITALIAN GEOGRAPHICAL SOCIETY

Research and Development Unit

SOCIETÀ GEOGRAFICA ITALIANA

Unità di Ricerca e Sviluppo

JOB VACANCY

Finance and administrative officer

Jobs Details

Duty station:	Italy, Rome
Sector:	Project management
Start:	May 2024
Position:	Finance and administrative officer at the Research and Development Unit of the Italian Geographical Society. Full time.
Duration:	12 months with a 3-months' probation, renewable.
Background:	<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 financial and administrative tasks for the management of EU, UN and other donors' projects within international partnerships, service contracts, twinning projects 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], also in partnership 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>
Job Description:	<p>Finance:</p> <ul style="list-style-type: none">• Financial planning, budgeting, and financial reporting• Budget monitoring in close collaboration with project managers and the finance manager of URS• Financial backstopping, budget management and control (Accounting, financial operations)• Responsibility for timesheets and other documentation for financial management and monitoring, and for financial data archiving• Execution of payments related to project activities under supervision of project managers• Preparation of financial reports and liaison with project auditors• Support for financial budgeting of project applications.

	<p>Administrative:</p> <ul style="list-style-type: none"> • Preparation of contracts for experts and liaison with in-house administrative offices, donors, partners, and project offices in other countries, under the coordination of project managers • Logistics project support and data archiving (paper and electronic) • Eventual implementation of short-term missions in other countries • Any other duties as may be assigned by the URS director or project managers in administrative project management.
<p>Candidate's profile:</p>	<p>Requirements:</p> <ul style="list-style-type: none"> • University degree in relevant subjects related to the job vacancy • Minimum 3 years of experience in financial and administrative management of international cooperation projects • Minimum 2 years of experience in project backstopping of EU funded projects (no experience, but willingness to learn can be considered) • Proven work experience in a multicultural environment • Excellent analytical and writing skills in English and Italian • Proven communication skills and teamwork oriented • Professional level of language skills in English and Italian • Interest in international cooperation, willingness to travel. <p>Other skills:</p> <ul style="list-style-type: none"> • Skilled in the use of multiple IT packages and systems relevant to administration and finance, including MS Office or equivalent packages • Completes tasks to a high standard, prioritise actions and tasks, meet tight deadlines • Possession of analytical skills and be detail-oriented • Ability to take the initiative and work independently under the guidance of the URS's director and project managers. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of donor agencies' management, administrative procedures, and technical requirements (EU, PRAG procedures) • Familiar with administrative manuals and guidelines used by EU and AICS for international development cooperation.
<p>Application deadline:</p>	<p>30-04-2024</p>
<p>Salary and type of contract:</p>	<p>According to qualifications and previous experience.</p>
<p>How to apply:</p>	<p>Send your application to: urs.adm@societageografica.it and urs.stat@societageografica.it with a CV in EU format and a motivation letter, in English language, including at least two references (names and contact details). The deadline for receiving applications is 30 April 2024. 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. SGI reserves the right not to fill the position in case a suitable candidate could not be identified by the present job vacancy.</p>