

Head of Mission - Italy

INTERSOS is an independent humanitarian organization that assists the victims of natural disasters, armed conflicts and exclusion. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, respect for diversity and coexistence, paying special attention to the most vulnerable people.

Terms of reference

Job Title: Head of Mission

Code: SR-01-9504

Duty station: Rome with travel within the country

Starting date: 07/01/2025

Contract duration: 12 months (renewable)

Reporting to: Director General

Supervision of: Senior Management Team

General context of the project

The INTERSOS ITALY Mission was established in 2011. Its projects, from protection, to psychosocial support and health, as well as the social and economic inclusion initiatives, are targeting extremely vulnerable individuals, including unaccompanied foreign minors (UAM) and those who have survived or are at risk of gender-based violence and labour exploitation. Current interventions are active in Sicilia, Puglia, Lazio, and Piemonte.

General purpose of the position

The Head of Mission represents INTERSOS in Italy and acts on behalf of the Director General, leading the organisation's activities in the country, including strategy design, resource planning, and programmes management and implementation.

Main responsibilities and tasks

Strategy and vision

- Responsible for monitoring and analysing the humanitarian situation in Italy to identify potential fields of intervention. Designs, proposes, develops, and elaborates new intervention strategies in line with INTERSOS Strategic Plan, Values and Principles.
- Explores and presents funding opportunities that integrate initiatives and impact communities; supports and directs fundraising activities with institutional and private donors.
- Supervises the development and implementation of projects and programmes through periodic visits to intervention areas, evaluates their evolution and quality, final results, and achieved objectives to ensure that the organisation's technical and ethical standards are met.
- Approves project proposals and emergency responses to be submitted to the Director General for approval
- Leads the detailed planning process of the country strategy and prioritizes actions and resources to achieve program objectives.

- Assesses potential emergency responses in the country.
- Coordinates with the Programmes Department and Technical Units regarding the implementation of INTERSOS standard operational procedures, and common initiatives beyond Italy programmes.

Representation and advocacy

- Represents the organisation and manages relationships with authorities to ensure the timely and smooth implementation of planned interventions while safeguarding impartiality and independence.
- Ensures and monitors the compliance with Italian laws.
- Maintains productive communication with donors and ensures that assessed needs are communicated to influence donor priorities.
- Represents INTERSOS in relevant Italian platforms.

Staff management

- Ensures the Senior Management Team of the mission is effective, mutually supportive, and sufficiently involved in key decision-making processes.
- In coordination with the HR Coordinator, leads and supervises the staff performance evaluation process.
- Ensures compliance with organizational values, the Code of Conduct, the Organizational Management and Control Model, and INTERSOS procedures.
- Maintains high ethical standards and promotes teamwork, ensuring a productive working environment.
- Supports and motivates staff to achieve organisational goals and work as a highly functioning and cooperative team.
- Ensures full compliance with the organisation's HR procedures and Italian laws.

Finance, logistics and supply

- Alongside the Finance Coordinator, defines and supervises the overall financial management of the mission, aiming at its financial sustainability.
- Ensures that allocated resources are managed effectively and transparently.
- Alongside the Logistics, ensures that required and efficient procurement & supply services are in place.
- Ensures full compliance with the organisation's financial and logistics procedures.

Security

- In collaboration with the HR Coordinator, ensures compliance with national safety and health regulations for staff.
- Regularly interacts with organisational referents on security issues.
- Holds ultimate responsibility for any security-related decisions in the mission.

Accountability and quality control

- In collaboration with the senior team, is responsible for producing and presenting monthly

activity reports of the Mission

- Constantly verifies, analyses, and evaluates the impact of the programmes in the country, including through periodic visits to intervention areas.
- Ensures that all policies within the INTERSOS Safeguarding Framework are respected by staff.
- Together with the organisation's MEAL Advisor, guarantees the correct implementation of the INTERSOS MEAL standards.
- Oversees the production of projects reports, ensuring compliance with INTERSOS policies and procedures, donor regulations, and national requirements

Required profile and experience

- University degree in International Affairs, Development, International Political Economy or other relevant field
- 8 years of experience in management and coordination positions in humanitarian contexts
- Management experience in Italy and Italian NGOs will be considered a plus
- NGO Experience in different humanitarian contexts
- Experience in managing projects funded by institutional donors
- Essential computer skills (Word, Excel, and Internet)
- Strategic vision
- Good organizational and planning skills
- Leadership, team management and cooperation
- Flexibility
- Networking, negotiation skills and decision-making skills
- Diplomatic, interpersonal and communication skills
- Initiative-taking and independent working ability
- Strong analytical and practical problem-solving skills
- Commitment to INTERSOS principles

Languages

- Proficiency in English and Italian

HOW TO APPLY:

Interested candidates are invited to **apply** following the **link** below: <https://www.intersos.org/lavora-con-noi-italia/#intersosorg-vacancies-italy/vacancy-details/66ba26330ad1100031ee5c5a/>

Please note that our application process is made of **3 quick steps: register** (including your name, email, password and citizenship), **sign-up** and **apply** by attaching your **CV in PDF format** and writing a **short motivation** (200 characters max).

Only short-listed candidates will be contacted for the first interview.