



VACANCY HR MANAGER

Posizione/ Position Title: Responsabile del Personale /HR Manager

Durata dell' incarico/ Contract Duration/: Contratto Full time di prova a tempo determinato di 12 mesi, con possibile rinnovo a tempo indeterminato/ Full-time fixed-term trial contract of 12 months, with possible long-term renewal.

Sede di lavoro/ Duty Station/: Roma (smart working 2 giorni a settimana) con possibili missioni all'estero nelle sedi di operatività di UPP/ Rome (smart working 2 days a week) with possible missions abroad to UPP operations sites

Chiusura Annuncio/ Closing Date: 22/04/2026

Data inizio incarico/ Starting Date: ASAP

Context

Un Ponte Per (UPP) is an international solidarity association and non-governmental organization established in 1991, immediately after the end of the bombing of Iraq, under the name "Un Ponte per Baghdad." Its initial aim was to promote solidarity initiatives in support of the Iraqi population affected by the war.

Over time, the organization expanded its activities to other countries in the Middle East and Mediterranean region, as well as to Serbia and Kosovo. UPP's mission is to prevent armed and violent conflicts, particularly in the Middle East, through awareness-raising campaigns, cultural exchanges, cooperation and humanitarian projects, peacebuilding programs, and the development of networks for social justice.

Un Ponte Per considers practical solidarity and the commitment to building strong connections between Italian civil society and the civil societies of the countries where it operates as inseparable. Over more than 30 years, the organization has implemented health, cultural, and educational projects focused on peace and human rights. UPP is currently active in Iraq and North-East Syria, including through emergency response, first reception activities, and ongoing aid distribution. In 2011, Un Ponte Per launched a large-scale assistance program for refugees fleeing to neighboring countries, and since 2014 it has been operating in the predominantly Kurdish areas of North-East Syria.

For more information, please visit our website: www.unponteper.it

General Purpose of the Role

The HR Manager collaborates with the Executive Direction in defining the Human Resources strategy of the organization, ensuring its implementation and alignment with the mission and strategic objectives of Un Ponte Per.

The role ensures effective, ethical, and sustainable management of human resources, promoting staff development, well-being, and a safe and inclusive working environment. The position contributes to fostering an organizational culture based on well-being, equity, inclusion, and employer responsibility.

Key Responsibilities

Organizational Governance

- Under the supervision of the Direction, ensure the development, update, and implementation of HR policies, procedures, and tools for staff management and development across all operational contexts



- In coordination with the Direction and Programme Department, oversee workforce planning, organizational structure, and job architecture
- Provide technical support to HR focal points in UPP missions, ensuring transparency, regular exchanges, and sharing of best practices
- Advise the Direction on people-related risks and HR dynamics within the organization

HR Management and Development

- Coordinate the full recruitment and staff management cycle
- Support the Direction, Heads of Department, and Heads of Mission in people management, including complex or sensitive cases
- In coordination with the Direction, ensure implementation of safeguarding policies and investigation procedures
- Oversee compliance with occupational health and safety requirements (D.Lgs. 81/08), coordinating the work of the Office Manager
- In coordination with the labour consultant, supervise administrative processes related to hiring, payroll, health insurance, and medical checks
- In collaboration with the Direction and Administration Department, contribute to the preparation and monitoring of the HR and Office Management budget

External Relations and Compliance

- Participate in external coordination forums and working groups on HR-related matters

Essential Requirements

- At least 5 years of proven experience in HR management roles
- Strong knowledge of HR processes, labour law, and compliance frameworks
- Demonstrated experience in complex organizational environments (NGOs/international organizations is a strong asset)
- Experience in managing sensitive HR cases and safeguarding-related matters
- Strong leadership, organizational, and problem-solving skills
- Ability to work autonomously and advise senior management
- Excellent communication and interpersonal skills
- Fluency in Italian and English (written and spoken)
- Proficiency in HR systems and MS Office

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

Desirable Assets

- Previous experience in humanitarian or development organizations
- Familiarity with safeguarding, PSEA, and investigation processes
- Experience working in multi-country or mission-based contexts



OTHER REQUIREMENTS:

Un Ponte Per 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.

Ethical Conduct

*UPP upholds all the minimum standards in terms of Ethical Conduct and strives to increase its standards over the minimum. **Zero tolerance** is reserved to Sexual Abuse and Exploitation and to Child Abuse, Violence, Harm, Injury and Negligence. UPP participates in the Inter Agency **Misconduct Disclosure Scheme**, therefore, 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. UPP will conduct extensive reference check and vetting on shortlisted candidates that might compromise candidates' privacy. Shortlisted candidates shall promptly provide an up-to-date criminal background check. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.*

HOW TO APPLY: Interested candidates are invited to apply at the following link: [HR MANAGER](#) by submitting a detailed CV (PDF format) with the authorization to use and process data on the base 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).

Be informed that UPP screens prospective colleagues through anti-terrorism/anti-money-laundering/anti-corruption/anti-fraud sanctions lists before job offer. Only shortlisted candidates will be contacted.