

JOB VACANCY

BASE	Aleppo
POSITION	Admin Supervisor

Requirements & Skills:

- Education : Bachelor’s degree in Business Administration, Management, Finance, Economics
- Experience: At least 4–5 years of relevant experience in a similar role, preferably within the NGO sector.
- Strong organizational and time-management skills.
- Proficiency in Microsoft Office Suite (Word, Excel).
- Excellent fluency and communication skills (written and verbal) in English.

Tasks and duties

OVERVIEW: Under direct supervision of the Admin manager and Country Admin (CA) the Admin Specialist performs administrative and operational tasks, provides support in financial task and HR (limited to salaries payment) and act as liason between Hub office and Country office. In details:

- Coordinate with Admin in both Iraq and Amuda for the smooth run of all admin and finance procedures
- Register projects expenses according to UPP and donor rules and regulations
- Assist PM and CA in financial follow up of project; prepare monthly and other financial reports in collaboration with the rest of the dept & ensure financial and administrative follow up of the project.
- Prepare, review and classify all the documents necessary for the correct implementation of the project, according to UPP procedures.
- Check HR supporting documents relevant to finance including but not limited to employment documents, staff contracts and relevant annexes, payroll and timesheets, payment receipts
- Monitor and control the project’s expenditures on regular basis
- Make sure that the cashbook is reconciled on daily, weekly and monthly basis using the approved cash count, cash book and cash reconciliation templates.
- Participate in the compliance checks related to local partners documentation.
- Coordinate Hawala transactions with Amuda office and collect and archive all the documentation
- Perform the monthly salaries distribution under the supervision of the admin Manager from Hawala collection to cash distribution and relative supporting documents
- Perform any other financial tasks as requested by the Admin Manager and Country Admin
- Ensure financial and administrative follow up of field management operations (namely logistics & supporting documentation) and work in collaboration with both CA and LOG dept
- Resposnabile for petty cash management and weekly reconciliation

How to apply

Thank to send your application subjected of the job title with a resume, cover letter, to:

vacancy.syria@unponteper.it

Deadline for submitting applications: 18-Mar-2026