

# Aurora Oggioni

## WORK EXPERIENCE

### **Fondazione Ai.Bi. ETS - <https://www.fondazioneaibi.it/>** (From March 2024 – ongoing)

Consultancy Contract for ensuring financial reporting and management control activities in accordance with the processes defined by the organisation, ensuring their effectiveness and efficiency.  
My responsibilities include:

- Preparing the financial statements of the projects for different Countries;
- Monitoring and verifying the budgets (final balance, progress of expenditure, forecasts) of ongoing projects;
- Supervision of the administrative and financial operations of the projects and foreign offices (cash flow - total costs - income and expenditure - coverage and resources to be raised).

### **Fondazione Ivo de Carneri ETS - <https://www.fondazionedecarneri.it/>** (From April 2023 – ongoing)

Consultancy Contract for Proposal Writing and Project Implementation in Pemba Island, Tanzania.  
My responsibilities include:

- Establishing partnerships and forming a consortium.
- Brainstorming project ideas and drafting the project proposal.
- Managing administrative and bureaucratic aspects for project partners.
- Conducting a needs analysis of the local context and overseeing data collection.
- Developing the project's logical framework and budget proposal.

### **Sapienza University of Rome** **Department of Mechanical and Aerospace Engineering** (From July 2022 – ongoing)

*COST Action – European Cooperation in Science & Technology. COST receives EU funding under the various Research and Innovation Framework Programmes, such as Horizon 2020 and Horizon Europe. <https://www.cost.eu/>*

Covering the role of **Grant Holder Manager** for COST Action Phoenix my main responsibilities are:

- ensure financial, procurement and administrative support.
- prepare financial statements to be sent to the Agency.
- ensure proper use of the funds allocated.
- ensure presence during meetings/conferences assuring the networking between the WG leaders, the members of the consortium and the network of researchers.

### **Sapienza University of Rome** **Department of Mechanical and Aerospace Engineering** (From September 2021 – ongoing)

*Several Erasmus + projects, Capacity Building in Higher Education, funded by the EACEA (themes of waste management in Asia and Renewable Technologies and Green Business creation and development in Africa). Total budget: 4 million €, 30 partners among Universities, NGOs, CSO, private companies.*

<https://www.dalilaproject.eu/>  
<https://greenus-project.eu/>

- Drafting project proposals in collaboration with the project team, engaging partner universities, associates, and local associations.
- **Financial Expert** for the projects, my tasks are:
  - ensure compliance with the general conditions/regulations of the Donor and with the national rules of each partner while making expenditures and the procurement of equipment.
  - provide continuous monitoring and internal check before external audit phase.
  - provide to the consortium ad hoc training on financial, procurement and logistic aspects.
  - organize monthly steering committee meetings (online and face to face) giving updates on the financial status and provide guidance for a smooth expenditure management.
  - prepare the financial reports to be sent to the Donor.
  - Support the external Company during audit phase.

**Municipality of Milan - Foreign Affairs Department - <https://foodwave.eu/>  
(September 2020 – May 2022)**

*4 years EU funded project “Food Wave: Empowering Urban Youth for Climate Action” – Program: Raising public awareness of development issues and promoting development education in European Union (DEAR).*

*Total budget of the project: 8 million €, 30 International and national Partners between Local Authorities, municipal agencies and CSO, 16 European Countries involved and 1 extra EU.*

Covering the role of **Project Administrator** for the whole Consortium, my main responsibilities are:

- ensure administrative management of the project activities.
- ensure compliance with the general conditions/regulations of the Donor and with the national rules while making expenditures and procurements process.
- design and release internal administrative and financial guidelines to facilitate the expenditures process.
- supervise the partners in their budget’s management.
- prepare of periodic financial reports to be discussed internally.
- be responsible for the budget amendment to be submitted to the Donor.
- cooperate with the Audit Company responsible for the Expenditure Evaluation.
- be responsible of preparing interim and final financial reports to be sent to the Donor.
- draft administrative and procurement documents (i.e. public notices, calls, contracts, ToR, tender forms) in collaboration with the Areas of the Municipality.
- ensure and prepare documentation that meets Donor's requirements regarding procurement procedures and the legislation on public contracts (Legislative Decree 50/2016 and subsequent amendments).

**Association La Corte della Carta ETS – <https://lacortedellacarta.it/>  
(From May 2020 – ongoing)**

In my role as a proposal writer, I ensure the growth of the association through the management of projects, ensuring their successful implementation. I have actively participated in the implementation of various Erasmus+ projects, national, and regional funds, and I am responsible for preparing financial reports. Additionally, I provide staff with capacity-building training on the logical framework and other management tools.

**Cesvi - Participatory Foundation and NGO - <https://www.cesvi.eu/>  
(2009-2020)**

**1. Head of Program, Palestine  
(April 2019 – January 2020)**

*Projects on Solid Waste Management, Water, Sanitation, Environment and Community Development: EU, AICS, UNICEF and the World Bank. Total budget of the mission: 8 million €*

**Program Management:**

Ensure the program portfolio is executed on time, on budget and delivers the expected outputs, outcomes and impact. Ensure constant supervision of projects and coordinate the managers in the direct implementation of their projects ensuring full procedural compliance.

Coordinate the harmonization of data collection tools, database management and reporting systems.

Coordinate assessment and monitoring visits in coordination with the meal officer.

Identify, Pilot and Evaluate innovative behavior approach to have an effectiveness of the behavior change.

**Strategic Management:**

Ensure strategic coherence and vision of the whole country programme, based on active participation in the drafting of the country strategy and new proposals.  
Create new strategies to strengthen the role of the organization in the country – theory of change approach.  
Facilitate the open data and information sharing and identify, pilot and test innovative solutions – in terms of both technologies and practices.

## **2. Project Manager, Palestine (October 2018 – April 2019)**

*AICS Project on solid waste management in refugee camps in West Bank, 1 year project, 500.000 € in partnership with UNRWA (the United Nations Relief and Works Agency for Palestine Refugees).*

Ensure activities are implemented in compliance with internal and donors' rules and regulations.  
Coordinate and monitor the implementation of the SWM diagnostic and plan for UNRWA.  
Liaise closely with implementing partners.  
Maintain close relationship with stakeholders and Institution.  
Monitor and manage project activities and budget, prepare narrative and financial reports and maintain a constant dialogue with the Donor's representatives.  
Prepare and manage tender dossiers related to supply/work or service contracts.  
Direct supervision and capacity building to project's staff.

## **3. Head of Operations (short term), Myanmar (November 2017 – January 2018)**

*Projects on Livelihood and Health: USAID, UNDP and 3MDG – closing projects, I was involved in the close out phase, providing the necessary supervision on Finance, HR and Logistic departments. Total budget of the mission: 9 million €*

### **Finance Management:**

Prepare the financial reports.  
Support Sector coordinators and PMs in the preparation of expenditure justifications.

### **Logistic Management:**

Verify that the procurements are done in line with the Procurement Plan and Donors Procurement Procedures.

### **HR Management for local staff:**

Enhance HR administration tools and guidelines inclusive job descriptions, salary scales, performance evaluations,  
Supervise the staff recruitment is done according to the recruiting process;  
Supervise the staff contracts are defined according to the grade and level of the salary scale;  
Supervise the monthly pay roll and allocation of the staff to the different projects is in line with the sharing cost plan.

### **Capacity building and on the job training to Cesvi staff:**

Organize training on administrative, HR, Logistic and internal procedures.

## **4. Country Administrator, South Africa (November 2013 – June 2017)**

*European Commission and Italian Ministry of Foreign Affairs Projects on sustainable development (Eco-tourism and environmental protection in Limpopo Province and Mozambique); 5 years project, 7.5 million €*

*European Commission, PACF and Private Donors Projects and on social inclusion (child protection, women and youth rights in Philippi) - 3 years project, 3 million €*

Responsible for the financial management of Cesvi Foundation's programme in South Africa. Main activities:

### **Reporting and Budgeting**

Responsible for the elaboration of the annual work-plan and budget. Preparing budget amendment/reallocation and monitoring the forecast accordingly. Preparing and submitting the intermediate and final financial reports and assuring implementation of the activities respects the contractual rules and regulations.

### **Project Implementation**

Participate to the supervision of all the on-going activities in Limpopo Province and Mozambique undertaking regular field visits to assess and monitoring both technical and administrative process. Responsible for the logistic and the procurement process (invitation, evaluation and contract's signature).

### **Training Level**

Provide training on financial reporting and on procurement to internal staff and project partners (main focus on capacity building). Develop team-building exercises.

#### **Personnel Level**

Responsible for the administration department, ensuring a proper management of personnel contracts and designing the tools for staff performance appraisal.

Maintain relations with financial institutions and fiscal advisors to perform all the administrative tasks in accordance with country requirements.

#### **5. Project Administrator (short term), Les Cayes, Haiti (June 2013 – July 2013)**

##### *ECHO Project*

Responsible for the financial closing out of the project, assuring that the expenditures respected the contractual regulations. Preparing the documentation for the internal financial auditing. Drafting the final financial report.

#### **6. Project Administrator, Recife, Brasil (October 2011 – August 2013)**

*European Commission Project “Local policies on violence prevention” - URB-AL (regional cooperation programme involving sub-national governments of the EU and Latin America). - 4 years project, 2.5 million €*

As Project Administrator I took responsibility for the financial management of the entire project, considering the expenditures done from the 5 projects' partners based in Brasil, Perù, Uruguay and Italy. Main activities:

##### **Reporting and Budgeting**

Financial reporting in respect to accounting, legal and contractual rules and regulations in each Country.

Discussing with the 4 PMs the activities to be implemented and preparing the budget amendments to be sent to EU.

Monitoring expenses and cash flow - final balance and budget analysis.

Supervising and supporting the projects staff in procurements and purchase procedures.

##### **Auditing Process**

Middle terms missions to Perù and Uruguay (4 missions of 10 days each) to coordinate and follow up the internal audits of the project' partners.

Preparing the project documentation for the external audit of the EU auditors (done in August 2013).

##### **Strategic Level**

Co acting as a Legal Representative involved in the process of legalizing Cesvi in Brasil.

#### **7. Finance Manager, Cesvi HQ, Italy (November 2009 – September 2011)**

As Finance Manager in the HQ I had the overall view of the project implementation process from the presentation of the proposal to the audit phase. I was managing the accountability and financial reporting of projects in various Countries, attending monitoring visits in order to enforce financial and logistic procedures and improve financial performance.

Donor Grant Financial Reporting: EU – Devco/ECHO, UNDP, UNICEF, DFID, USAID, Italian Ministry of Foreign Affairs.

#### **From 1999 to 2008**

I worked for various Companies in Italy and UK covering the role of **CEO's Personal Assistant and Administrative Officer**.

I was working closely with senior managerial and directorial staff to provide high-level administrative and secretarial support, usually on a one-to-one basis. I was preparing income, balance sheets along with creating reports on finance issues.

Business sectors: Organization of Art Exhibitions, Consultancy Society and Tourism Industry.

## **EDUCATION AND TRAINING**

#### **Master EU Projects Design & Management 2021-2027**

(May 2020 – February 2021)

Europa Innovation Business School, Amsterdam (Online edition due to COVID19)

Matters: the new Multiannual Framework Program 2021-2027, European Institutions and bodies, Executive Projects Design, PCM Methodology, Budget planning, new Logical Framework, Financial Reporting.

## **Course on Euro Project Management and Fund Raising**

(May-October 2009)

Prodest scarl, Milan, Italy

## **Bachelor's degree in economics**

(October 2002 – April 2006)

Bicocca University, Milan, Italy

## **CERTIFICATES AND COURSES**

### **August 2020**

Certificate of Completion: "Project cycle management: international cooperation interventions; Centro per la Cooperazione Internazionale, Italy.

### **November 2019**

Certificate of Completion: "Humanitarian Negotiation Basic Training: definition and guiding principles; negotiation planning process and implementation; influencing techniques; dealing with difficult interlocutors; United Nations, Office of the Resident and Humanitarian Coordinator, Palestine.

### **February - March 2018**

Professional Certificate in "Migration and immigration policies: activities and professions in support of migrants"  
ISPI - Italian Institute for International Political Studies, Milan, Italy

### **16-18 April 2012**

Training on the Final Financial Report of a European Project (reporting and auditing)  
European Commission through OCO, Rosario, Argentina

### **8-10 November 2010**

Training on "The quality in the development cooperation. Training process for the Italian NGOs to participate to the EU development" co-funded from DGCS-MAE  
INTERSOS, Rome, Italy

### **25-27 May 2010 and 21-22 September 2010**

Training on DG ECHO, the Single Form and Final Reporting and the quality of the projects co-funded from DG ECHO"  
INTERSOS, Rome, Italy

### **21-23 June 2010**

Training on "The quality of the projects co-funded from EuropeAid-AIDCO"  
COSV, Milan, Italy

### **8-9 April 2010**

Training on "Project administration management: from the budget to the final report"  
CIPSI, Rome, Italy

## **LANGUAGES**

Italian: Native tongue

English and Spanish: Fluent

Portuguese: Good

Milan, March 2024

I authorize the use of my personal data present in the CV pursuant to Legislative Decree 30 June 2003, n. 196 "Code regarding the protection of personal data" and of the GDPR (EU Regulation 2016/679).