



Aurora
Oggioni

WORK EXPERIENCE

15/09/2020 – CURRENT – Milano, Italy

Project Administrator

Comune di Milano – Area Relazioni Internazionali

I'm working on a 4 years EU funded project "Food Wave: Empowering Urban Youth For Climate Action" of the DEAR Program: Raising public awareness of development issues and promoting development education in European Union.

The total budget of the project is 8 million €, involving 30 Partners between Local Authorities, Municipal Agencies and CSO.

I cover the role of the Project Administrator for the whole Consortium and my main responsibilities are:

- supervise the partners in their budget's management;
- 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;
- prepare of periodic financial reports to be discussed internally;
- be responsible of preparing interim and final financial reports to be sent to the Donor;
- be responsible for the budget amendment to be submitted to the Donor;
- cooperate with the Audit Company responsible for the Expenditure Evaluation;
- 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).

05/2020 – CURRENT – Milano, Italy

Accountant

Associazione La Corte della Carta

Since last year I have started my collaboration with a cultural association based in Milan that for the last 5 years has been implementing Erasmus + projects with European partners based in Spain (lead applicant), Portugal and Romania. The projects are addressed to youth and adults an the focus is on culture, heritage, art, and social cohesion. I am the accountant for the italian partner.

15/04/2019 – 31/01/2020 – Jerusalem, Autonomous Palestinian Territories

Head of Program

Cesvi - Participatory Foundation and NGO

Assuming the role of Head of Program, I was in charge of the supervision of all the projects funded by different donors: EU, AICS, UNICEF and the World Bank. Total budget of CESVI mission: 8 million €.

My main tasks:

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.

10/10/2018 – 15/04/2019 – Tulkarem, Autonomous Palestinian Territories

Project Manager

Cesvi - Participatory Foundation and NGO

I was managing an 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). My responsibilities:

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.

01/11/2017 – 31/01/2018 – Yangon, Myanmar/Burma

Head of Operations

Cesvi - Participatory Foundation and NGO

In this short mission in Myanmar, as Head of Operation I was in charge of different aspects:

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.

30/11/2013 – 30/06/2017 – Cape Town and Limpopo Province, South Africa

Country Administrator

Cesvi - Participatory Foundation and NGO

Cesvi in South Africa worked on various EU funded projects on sustainable development (Eco-tourism and environmental protection in Limpopo Province and Mozambique) and on social inclusion (child protection, women and youth rights). The total budget of the mission was 10 million €.

I was responsible for the financial management of Cesvi programme taking care of these 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.

01/10/2011 – 31/08/2013 – Recife, Brazil

Project Administrator

Cesvi - Participatory Foundation and NGO

I worked on a European Commission Project "*Local policies on violence prevention*" - of the URB-AL (regional cooperation programme involving sub-national governments of the EU and Latin America).

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, Perú, Uruguay and Italy.

The main activities and tasks i covered:

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.

11/2009 – 09/2011 – Bergamo, Italy

Finance Manager

Cesvi - Participatory Foundation and NGO

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

EDUCATION AND TRAINING

05/2020 – 02/2021 – Amsterdam (on line edition), Netherlands

Master EU Projects Design & Management 2021-2027

Europa Innovation Business School

<https://europabs.eu/>

08/2020 – Trento, Italy

Certificate “Project cycle management: international cooperation interventions”

Centro per la Cooperazione Internazionale

<https://www.cci.tn.it/>

02/2018 – 03/2018 – Milano, Italy

Professional Certificate in “Migration and immigration policies: activities and professions in support of migrants

ISPI - Italian Institute for International Political Studies

<https://www.ispionline.it/>

04/2012 – Rosario, Argentina

Training on the Final Financial Report of a European Project (reporting and auditing)

European Commission

05/2009 – 10/2009 – Milano, Italy

Course on Euro Project Management and Fund Raising

Prodest scarl

<http://www.prodestonline.it/>

10/2002 – 04/2006 – Milano, Italy

LANGUAGE SKILLS

MOTHER TONGUE(S): Italian

OTHER LANGUAGE(S):

Spanish

Listening
C2

Reading
C1

Spoken
production
C1

Spoken
interaction
C1

Writing
B2

English

Listening
C2

Reading
C2

Spoken
production
C2

Spoken
interaction
C2

Writing
C2

Portuguese

Listening
C1

Reading
B2

Spoken
production
B2

Spoken
interaction
B2

Writing
B1

DIGITAL SKILLS

Microsoft Office / excellent knowledge of various types of communication programs (e-Teams, e-mail, Skype etc.) / proficient in using different accounting software

DRIVING LICENCE

Driving Licence: B

ORGANISATIONAL SKILLS

Work organisation

My strengths:

- Strong experience (more than 12 years) in working on EC funded projects: regulations and general conditions.
- Management of medium-high complexity projects in the context of EuropeAid calls.
- Acknowledged specialization on project phases: Start up (set-up process and capacity building) and Close out (reporting, auditing and offices relocation).
- Optimistic problem solver.
- Ability to listen, observe before acting and resolve conflict.
- Ability to adapt to any internal and external environments' changes.
- Autonomy. Reliability. Integrity. Flexibility.
- Predisposition to work by objectives.