

## Notice of application for the Course for Financial Officer of International Cooperation

The School of International Cooperation, in collaboration with COOPI (Cooperazione Internazionale) and C.A.P.A.C. (Politecnico del Commercio e del Turismo), is launching a professional training course for "Financial officer of international cooperation".

This key figure is highly sought after by humanitarian and nongovernmental organizations for the financial management of projects in emergency and development contexts.

The technical-practical and highly professionalizing approach given to this course also represents its greatest strength: the faculty entirely consists of cooperators and specialists with sound experience in the humanitarian field, in different contexts around the world.

### Course objective

The course aims to train project administrators ("financial officers") qualified in the administrative management of development cooperation and humanitarian aid projects. For those who are interested, at the end of the course, it is also possible to apply to CAPAC (Politecnico del Commercio e del Turismo) to take the tests aimed at obtaining the following Certification of Proficiency: "Carrying out the reporting of a funded project" (information available at: <https://www.capac.it/corsi/certificazione-delle-competenze/capaccertifica#durata> ).

At the end of the course, participants who pass the final exam with a high grade and are deemed suitable for the role may receive a proposal from COOPI for the position of Assistant Project Administrator, or, alternatively, depending on the performance of the trainee, a volunteer proposal of about 6 months in one of the countries of intervention. To learn more about active projects, visit the following section on the website <https://coopi.org/it/cosa-facciamo.html>

In addition, the CVs of participants who have successfully completed the course will potentially be shared with other NGOs networking with COOPI.

### SYLLABUS

The curriculum covers the following topics:

- The landscape of international cooperation and its actors in development and emergency projects;
- Tools, procedures and methods for project administrative management: contract, budget, financial management and project administrative monitoring, procedures of major international donors;
- Overview of general accounting principles;
- Basic logistics elements.

The course will be delivered synchronously online, entirely in Italian, with some materials in English and French.

## **COURSE DURATION**

The total duration of the training course will be approximately:

- 140 hours in synchronous online mode, plus the hours of individual and group study and practice.
- Assessment test at the end of each module
- Final exam: 30-minute individual online interview

In order to qualify for the final exam, synchronous course attendance is mandatory (minimum 80%).

## **Course location and times**

The training course will take place online, indicatively from October 3 to December 6, with an estimated commitment of about 6 hours per day (4 synchronous and 2 asynchronous) from Monday to Friday.

COOPI reserves the right to postpone the start of the course by a few days.

## **Costs of participation**

The registration cost for the course is 976 euros.

The course is co-financed for the remainder by COOPI Cooperazione Internazionale.

There is no reimbursement of expenses during the training

## **WHO CAN APPLY**

### **Admission prerequisites**

Applicants should:

- be fluent in Italian and proficient in French and/or English;
- be at least 23 years old;
- fluent written and oral knowledge of French and/or English;
- be free from other coursework or training that would conflict with the course schedule;
- demonstrate strong motivation for working in development or emergency situations, and be inclined to work in developing countries with long stays abroad;
- be inclined to work in multicultural teams;
- have good ability to cope with potential stress generated by the activities and the work environment;
- be flexible, adaptable, dynamic;
- have organizational, planning and problem-solving skills and excellent interpersonal and communication skills.

### **The following are preferential entry qualifications**

- knowledge of accounting (double-entry bookkeeping) also developed in contexts different from the cooperation field;
- knowledge of major computer packages and/or double-entry accounting software;
- previous experience in project reporting from public funders;
- experience (including volunteer and/or international civil service) of a total duration of at least one semester in developing countries in the field of humanitarian aid.

### **Selection process**

The School of International Cooperation intends to constitute a group of up to 12 course participants. The selection process will be conducted online through the following steps:

- Resume review;
- Online individual interview;
- Skills questionnaire;
- Definition of admission ranking;
- Communication of the outcome and confirmation of enrollment.

*Participation in the selection process does not result in automatic admission to the training course.*

Please keep in mind that only short-listed candidates will be contacted. Interviews will be conducted on a rolling basis and the position will be closed once filled, thank you for your understanding.

### **How to send your application**

To apply, send:

- curriculum vitae (max 1 page);
- motivation letter, explaining your interest for this course and your reasons for working in the international cooperation world as a "financial officer" (in English or French).

Deadline: September 16, 2024

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**The link for sending applications is as follows:** <https://curriculum.educoopint.org/>

**For more information write to:** [corsi@educoopint.org](mailto:corsi@educoopint.org)