

Vacancy announcement

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| Position | CCCM Cluster Co-Coordinator | Starting date | ASAP |
| Location | Amuda, Syria | Type of contract | Fixed Term |
| Contract duration | 12 months (renewable) | Security Risk Level | Very Risky (4/4) |

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 5,900 national staff 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

In 2019, 12 million people in Syria were in need of humanitarian assistance, including internally displaced people, host community members and returnees. Among these, 6.2 million are in acute need of water, hygiene and sanitation assistance, 4.7 million people in need of shelter support and 6.5 million face food insecurity. Active armed conflict displaced 1.6 million people in 2019 alone, including in the northwest of Syria (1 million IDPs concentrated in Idleb) and in the northeast (170 000 IDPs). Overall in 2019, Syria hosted 6.2 million IDPs, 850,000 of whom were settled in last resort sites (i.e. formal and informal camps) and therefore entirely reliant on humanitarian assistance.

In 2019, ACTED continued to deliver multisectoral emergency assistance to conflict affected communities, while supporting their efforts to create opportunities and solutions for recovery. ACTED provided large-scale responses to approximately 3 million people through water, hygiene and sanitation, shelter and non-food items, food security and livelihoods, and camp coordination and camp management (CCCM) interventions.

In-camp, ACTED ensured access to water, sanitation and hygiene for over 364,000 people, and established itself as a key CCCM stakeholder. Out of camp, ACTED supported newly displaced households with emergency food and key non-food items to meet their basic needs.

ACTED also contributed to economic recovery, by supporting livelihoods and providing assistance alongside the agricultural value chain in targeted communities. Through civil society and technical governance mechanisms, ACTED further supported the long-term restoration of services to enhance the resilience of conflict-affected communities.

Key roles and responsibilities

1. Cluster Coordination

- Assume overall responsibility for co-leadership of the CCCM;
- Work closely with other key members of the CCCM , including National, Provincial or Local Governments, donors and all other cluster members;
- Secure commitments from humanitarian actors responding to or supporting the cluster response;
- Support both multi-sector and CCCM specific needs assessments and utilize existing secondary to inform sector response planning;
- Identify gaps in the sector's current coverage and advocate to address these gaps amongst humanitarian actors on behalf the affected population;
- Lead updating of the CCCM Cluster work plan, and co-ordinate the harmonization of response activities, ensuring that activities prevent overlap and duplication and thus maximize resources;
- Ensure that inter-agency response strategy for CCCM reflects key findings from needs assessments, identifying gaps, and formulating a sector-wide interagency response plan, taking into account the cross-cutting areas from other sectors or clusters.
- Ensure that information is shared amongst cluster members, and that information from other sectors and clusters is made available to cluster members in order to improve planning, integration and implementation;
- Ensure clear and effective communication occurs between the field and the national cluster;
- Contribute to regular sitreps, and take an active part in co-ordination meetings;
- Ensure, along with the Cluster coordinator, representation of the CCCM in all relevant external meetings and collect/share information as relevant;
- Ensure CCCM is explicitly included and prioritized in all multi-sector assessments and reports;
- Track and monitor cluster members fundraising for CCCM specific interventions, and ensure that members are aware of funding opportunities;
- If the country response has access to Humanitarian Pooled Funds, work with members to identify key cluster priorities, assess submitted projects in regards to these priorities, their cost –effectiveness, and the needs of the affected population. Recommend the most effective projects for funding to the Humanitarian/Resident Coordinator regardless of submitting agency;
- Participate actively with the Cluster Lead Agency to global humanitarian planning activities such as Humanitarian Needs Overviews (HNOs) and Humanitarian Response Plan (HRPs);
- Form and chair any related Technical Working Groups that are requested by the cluster members;

- Consult and identify how the CCCM cluster should facilitate the move towards early recovery and plan an exit strategy for the cluster;
- Ensure that NGO perspectives and the consensus view of NGO cluster members is represented within the Humanitarian Country Team and associated documents produced.

2. Capacity Building

- Carry out capacity mapping of all current and potential CCCM actors – government, national and international humanitarian organizations as well as national institutions and the private sector;
- Promote and support training of humanitarian personnel and capacity building of humanitarian partners, based on the mapping and understanding of available capacity;
- Identify learning and training opportunities for CCCM cluster members and work in increase capacity in preparedness and response within the cluster
- Ensure that cluster participants are aware of relevant policy guidelines, technical standards and relevant commitments that the Government/concerned authorities have undertaken under international human rights law;
- Promote Protection main-streaming and regard for Do-No-Harm principles into the response of CCCM members. Liaise with the Protection, Child Protection, GBV, mine-action working groups where necessary ;
- Where appropriate, ensure that capacity building of ACTED programme staff occurs in order to ensure on-going sustainability and quality of ACTED's CCCM response.
- Take steps to move the CCCM in line with the principles of the Transformative Agenda (e.g. accountability to the affected population, beneficiary participation)

Required qualifications and technical competencies

- At least 5 years of experience in project implementation on the field, preferably in an international context;
- Experience of Camp Coordination / Camp Management
- Being a strong team player
- Familiarity with the aid system, and ability to understand donor and governmental requirement;
- Excellent communication and drafting skills
- Ability to coordinate and manage staff and project activities
- Proven ability to work creatively and independently both in the field and in the office;
- Ability to organize and plan effectively
- Ability to work with culturally diverse groups of people;
- Ability to travel and work in difficult conditions and under pressure;
- Fluent English skills required
- Knowledge of local language and/or regional experience is an asset

Conditions

- Salary between 2850 and 3050€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in ACTED guesthouse
 - Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
 - Flight tickets every 6 months & visa fees covered
 - Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
 - R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
 - Annual leave of 25 to 43 days per year
 - One week pre-departure training in ACTED HQ, including a 3-days in situ security training
 - Tax advice (free 30-minute call with a tax consultant)
 - Psychological assistance

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: CC CCCM/WOS**