

## Vacancy announcement

<b>Position</b>	<b>Deputy Project Development Manager</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Amman, Jordan (to work on the Whole of Syria mission)	<b>Type of contract</b>	Fixed Term
<b>Contract duration</b>	12 months (renewable)	<b>Security Risk Level</b>	Sensitive (2/4)

### 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](http://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 Idlib) 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

Under the line management of the PDM, the D-PDM Syria supports the grants management and follow-up of an assigned list of projects for the Syria mission. The D-PDM Syria also supports fundraising and proposal development for Syria, although this will not be the focus of the position. Rather, the PDM will assign proposals and concept notes to different PD staff, depending on workload and capacity. The main objectives of the D-PDM Syria are: 1/ To improve the grants management, reporting and follow-up of the projects in its portfolio; 2/ To capacity build and manage Junior members of the PD team (expected management: 4 to 5 people); 3/ To improve internal communication and the implementation of key PD processes at mission-level (i.e. KOM, COMs, PRM, support to PD tools, etc); 4/ As relevant, support ACTED's positioning in Syria through support to fundraising and the production of external communication pieces (e.g. capacity statements) in collaboration with the Communication Officer.

Examples of tasks the D-PDM Syria will focus on are presented below (list is not exhaustive):

- Reviewing monthly, interim and final reports prepared by its team, before sharing with the PDM;
- Under oversight of the PDM, organise and follow-up team's workload to ensure contractual deadlines are met;
- Ensure day-to-day HR management of team (4-5 staff);
- Identify needs for training and support the development and roll out of training material for PD and Programme staff;
- As relevant, support the PDM in updating PD tracking tools;
- Lead and prepare amendment requests, with relevant PDOs, where needed for the assigned portfolio of projects;
- Support internal communication through implementing key PD processes (e.g. KOM, COM, etc) and flagging challenges and lessons learned to PDM and COO as reported by field teams;
- External engagement.



### Required qualifications and technical competencies

- Master Level education in a relevant field such as International Relations or Development
- Project management experience (management, planning, staff development and training skills)
- 2-5 years previous work experience in a relevant position
- Proven capabilities in leadership and management required
- Excellent skills in written and spoken English
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- Ability to work well under pressure

### Conditions

- Salary between 2500 and 2700€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Contribution to a housing allowance of up to 75% of ACTED benchmark or 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
- 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](mailto:jobs@acted.org) under **Ref: DPDM/WOS**