

Vacancy announcement

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| Position | CASH Technical Coordinator | Starting date | ASAP |
| Location | Lviv, Ukraine | Type of contract | Fixed Term |
| Contract duration | 6 months (renewable) | Security Risk Level | Risky (3/4) |

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

ACTED started its operations in Eastern Ukraine in 2015 to provide support to vulnerable people affected by the conflict that began in 2014. In 2022, as refugees are fleeing clashes across Ukraine triggered by military operations, ACTED is now extending its activities to deliver critical assistance to displaced persons in the main hosting regions and to support self-help and local organizations groups that have spontaneously formed. As the number of civilian casualties continues to grow and damage to critical infrastructure increases, ACTED is scaling-up its humanitarian assistance to help ensure those in transit, internally displaced or remaining in hotspots receive the basic support they need, including cash assistance, water, food and hot meals, blankets, hygiene supplies and access to mobile heating points. Finally, ACTED is also taking part in the ongoing efforts to provide humanitarian assistance to refugees in the neighbouring countries of Poland, Romania and Moldavia where 3 humanitarian response teams have been deployed.

Key roles and responsibilities

1 External Positioning

1.1. External Relations

- a) Act as key ACTED representative
- b) Ensure external representation of ACTED in [sector] sector, vis-à-vis country and local authorities, other project stakeholders, donors and partners
- c) Participate in and report (internally) on technical and sectoral meetings, clusters and working groups involving all relevant stakeholders such as donors, NGOs, UN Agencies, inter-governmental institutions
- d) Ensure effective coordination and collaboration with key stakeholders and partners, i.e. NGOs, civil society organizations, community groups, and government counterparts
- e) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.

1.2. Project Development

- a) Collect and analyse primary and secondary data related to the emergency sector in the Lebanon
- b) Analyse the activities in the emergency sector and relevant stakeholders
- c) Identify the needs of the most vulnerable populations through regular visits and literature review, and through the design and implementation of relevant needs assessments in close collaboration with AMEU
- d) Lead emergency project conceptualization workshops
- e) Provide technical inputs into proposal design and ensure new or adapted projects for the emergency sector focus on maximizing efficiencies, impact and integrated approaches

2. Internal emergency Technical Support and Coordination

2.1. Coordination

- a) Support the development and maintenance of a coherent strategy across ACTED's areas of intervention in Lebanon
- b) Promote harmonization of approaches and methodologies across the different emergency projects by developing and monitoring use of common tools, as well as creating opportunities for experience sharing and learning
- c) Brief Project Managers about main issues, and updating them on a regular basis.
- d) Organize internal meetings on a monthly basis.

2.2. Technical Leadership

- a) Define [sector] project implementation modalities and methodologies (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution and sensitization)

- b) Lead the development of all technical tools related to projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);
- c) Analyse the appropriateness, adequacy and potential impact of all interventions in the [sector] sector based on known contexts and needs
- d) Provide technical support to the Project Managers and other staff to implement the ACTED projects to a high quality standard;
- e) Liaise with technical staff on a regular basis to ensure technical assistance is provided to projects when needed
- f) Disseminate tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences.

2.3. Staff Capacity Building

- a) Participate in the recruitment and training of emergency sector staff members
- b) In coordination with Project Managers identify individual training needs and ensure access to training and professional development opportunities appropriate to the skill gaps and needs
- c) Provide training to projects teams on ACTED activities and best practices
- d) Develop training material for different trainings to share within the project teams

Develop capacity-building programmes for local actors (including partner NGOs and relevant local services providers) on [sector]

Required qualifications and technical competencies

- Degree in relevant field of expertise
- At least 5 years of experience in project implementation on the field, preferably in an international context;
- 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 2150 and 2350€ 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
- 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

Send your application (resume and cover letter) to jobs@acted.org Ref: **TC Cash/UKR**