Vacancy announcement

Position | Project Development Volunteer
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Starting date | ASAP
Location | Tunis, Tunisia (to work on our Libyan mission)
Type of contract | Volunteering
Contract duration | 6 months
Security Risk Level | Calm (1/4)

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 has been programming in Libya since March 2011, initially focusing on responding to the humanitarian crisis in the wake of the conflict and on providing vital humanitarian assistance to displaced and vulnerable populations. During this period ACTED utilized its assessment and mapping capabilities to help coordinate and provide information for the humanitarian response and reconstruction of the country.

In 2019, ACTED in Libya implements a two-fold approach addressing humanitarian needs through life-saving assistance for the most vulnerable, while supporting the recovery and development of conflict-affected communities. ACTED provides assistance through cash-based interventions and protection response – community and household level monitoring, referral system, and a helpline – to mitigate the impact of the protracted humanitarian crisis. ACTED further works towards community stabilization by implementing Quick Impact Projects (QIPs) and infrastructure rehabilitation to strengthen social cohesion, improve service delivery and meet urgent infrastructure needs within the communities. ACTED also supports local actors, mainly civil society organizations, through capacity-building and financial support.

In 2019, ACTED has supported 45+ CSOs in playing an active role in emergency responses and development efforts in their communities.

Key roles and responsibilities

1. Grant Management
   1.1 Contract follow-up
   a) Communicate contractual obligations in particular with regards to reporting deadlines to Programme, AMEU and FLATS team;
   b) When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant staff in country and seek ACTED HQ Program Department advice on potential solutions that would meet donor rules.

   1.2 Reporting
   a) Participate in and take minutes of kick-off and close out meetings for each project
   b) Write quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with ACTED HQ GMU and finance, which will contribute ultimately to steady cash inflow;
   c) Work in close relation with AMEU to incorporate AME data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from AMEU;
   d) Liaise with FLATS teams when preparing reports, especially with finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
   e) Contribute to the monthly update of the Reporting Follow Up (RFU) and ensure smooth and regular communication with ACTED HQ GMU.
   f) Address ad hoc requests from donors in liaison with the CD, Programme and support teams.

   1.3 Partner Follow-up
   a) Ensure partners report to ACTED in a timely and qualitative manner as per the requirements of the grant agreement.

2. Internal Coordination
   2.1 Internal Coordination and Communication
   a) Facilitate interdepartmental communication and information sharing from the Base, to the Area, Capital, and even up to the regional and HQ offices by taking minutes of the various ACTED coordination meetings
   b) Send meeting minutes in a timely manner to HQ;
   c) Inform ACTED HQ GMU and finance of latest developments, opportunities and challenges so that GMU can best advice on the way forward.
### 2.2. Filing
- a) File properly contractual project documents both in hard and soft copies;
- b) Update regularly the Resource Centre at the office with appropriate and relevant external and internal resources.

### 3. External Communication
- a) Contribute to ACTED external communication strategy by feeding regularly ACTED HQ Communication Department with informal updates on projects, a flash news, pictures, articles on projects progress and/or specific events for ACTED communication tools, including, but not limited to, ACTED Newsletter, websites and ACTED Annual Report;

### 4. Fundraising
#### 4.1 External relations
- a) Update regularly a directory of donors, international and local NGOs, other partners and stakeholders;
- b) Contribute when required to the reporting to national and local authorities as required by ACTED registration/legal status in country;
- c) In the absence of Technical Coordinators, participate in key clusters and/or working group meetings;

#### 4.2 Contribution to proposal development
- a) Contribute when required to the development of fundraising documents (Expression of Interests/concept notes/proposals) in line with ACTED country strategy and donor requirements and in close collaboration with ACTED HQ GMU (Grant Management Unit) and finance;
- b) Liaise with Area Coordinators, Project Managers and Technical Coordinators to ensure
- c) Incorporate learning from previous interventions (e.g. lessons learnt and best practices) into new proposals;

#### 4.3 Contracting
- a) Contribute to addressing in a timely manner all comments by donors on proposals in liaison with relevant staff in country and ACTED HQ GMU and finance.

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**Required qualifications and technical competencies**

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<th>Required qualifications and technical competencies</th>
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<td>Bachelor’s or Master’s degree in international development studies, international relations, human rights, WASH, migration, agriculture, food security, gender studies, or a related field</td>
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<td>Fluent English (written and spoken), excellent writing and communication skills</td>
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<td>Prior work experience with an INGO in an emergency setting preferred</td>
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<td>Ability to work under pressure in a high-pace environment</td>
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<td>Good organisational and prioritisation skills</td>
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<td>Proficiency in Microsoft Office</td>
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**Conditions**

Intern benefits include: a 300 USD per month living allowance, coverage of all accommodation in the ACTED guest-house, food, and travel costs, a luggage allowance of 50 kg, and the provision of medical, repatriation, and life insurance.

**How to Apply**

Please send your application (cover letter + resume) to jobs@acted.org under Ref: PDV/LIB