

## Vacancy announcement

<b>Position</b>	<b>Program intern</b>	<b>Starting date</b>	Mid-October (Flexible starting date)
<b>Location</b>	Paris 9 <sup>th</sup> arr., HQ, France	<b>Travel Required</b>	Ad Hoc Basis
<b>Contract duration</b>	6 months – Internship	<b>Security Risk Level</b>	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](http://www.acted.org)

### Position context and key challenges

- Support ACTED missions' project development efforts through close monitoring of fundraising opportunities and support to the review of specific fundraising documents, in liaison with the GMD team
- Provide support to field teams in developing project specific communication & visibility materials, and follow up on project related communication implementation, in compliance with donor requirements
- Support the development, roll-out and mainstreaming of ACTED's flagship initiatives (including Mobile CCCM, 3Zero House, GOCA, THRIVE) internally and externally.

### Key roles and responsibilities

Working in close collaboration with the Grant management team, the Project Communications Officer and Technical Director - Flagship Initiatives, the Program Intern provides support to the core functions of the Programme Direction, notably in terms of a) grant management; b) project communication and c) flagship initiatives.

#### Support to project development/fundraising and grants management

- Contribute to the identification, review, and dissemination of donors' funding trends and funding opportunities, in liaison with the GMD team
- Provide support to PDD field teams in the project development process, in liaison with the relevant GMO, and to GMD teams in the project development review process to ensure project development documents (proposals, tender bids, etc.) are in line with ACTED global and country strategy and comply with donor requirements for final validation and timely submission;
- Provide support to follow up of contracting, project launch and implementation, reporting for country portfolios on an ad-hoc basis, as required in liaison with the relevant GMOs
- Follow up any change in donors' procedures, and contribute to the development of global analyses, internal tools and processes that improve grant management accordingly, in coordination with the GMD team

#### Project communication

- Assist the Project Development Department at field level to develop appropriate communication and visibility strategies, plans and activities incl. corresponding budgets for relevant projects;
- Support the Project Communication Officer to review, gather and edit project-related articles, press releases, human interest stories, audio-visual content (pictures, videos) and other information materials required in the framework of the projects in line with ACTED editorial line, communication objectives, standards and requirements;
- Contribute to updating and feeding the ACTED communication tools such as website and social media (Facebook, Twitter, Instagram, LinkedIn, Youtube in close coordination with the 3Zero Communications and Mobilization Department and in line with ACTED editorial line, communication objectives, standards and requirements
- Assist the Project Communication Officer to maintain an up-to-date inventory ("Communication Reporting Follow Up") of contractual project communication and visibility activities/requirements and systematically follow-up communications and visibility activities/ requirements for above standard communications projects
- Support the preparation of ACTED's communication tools (e.g. annual report) in close collaboration with the Communications Department

#### Flagship Programming

- Continuously record and consolidate learning from flagship initiatives, and to improve ACTED process and tools for field teams
- Assist the Flagship Initiatives technical Director to raise awareness and a common understanding of flagship initiatives among ACTED staff, in particular CDs, PD, GMD, Technical Coordinators, etc.



- Assist in the preparation of program technical guidance notes, including translation (French – English), editing, proof-reading, and formatting
- Conduct background research, review latest publications and write synthesis reports for the Flagship Initiatives Technical Director so that the information can be used to advance ACTED's flagship initiatives

**Other**

- Support the organization of ACTED events as require
- Undertake any other tasks as required by the Programme Direction

**Conditions**

- 850€ net per month
- Food vouchers (“tickets restaurant”)
- 50% coverage of transportation costs (Navigo Pass).

**How to apply**

Please send your application including (cover letter and resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: PROGI/HQ**