

Vacancy announcement

Position	Global CCCM Technical Coordinator	Starting date	ASAP
Location	Paris 9 th arr., HQ, France (40% of field visits)	Type of contract	CDI (French open-end contract)
Contract duration	Open-end	Security Risk Level	Calm (1/4)

About ACTED

Created in 1993, ACTED is an international non-governmental organization pursuing a dual mandate of emergency response and development interventions in 40 of some of the world's most vulnerable countries affected by conflicts, disasters or socio-economic hardship. With a team of 7,000 national staff and 400 international staff, ACTED implements 500 projects a year to support more than 20 million beneficiaries, notably in hard-to-reach areas. ACTED goes to the last mile through programs and approaches that look beyond the immediate emergency towards opportunities for longer term livelihood reconstruction and sustainable development. Guided by the motto "Think Local, Act Global" and its 3Zero –Zero Exclusion, Zero Carbon, and Zero Poverty – strategy, ACTED puts local territories at the centre and provides a tailored support to local needs.

Position context and key challenges

Composed of 120 staff, ACTED's headquarters are located in Paris to support and mainstream the organization's interventions worldwide.

Key roles and responsibilities

The Global CCCM Technical Coordinator will work to improve the quality and impact of ACTED's CCCM programs, with particular focus on strengthening internal capacity, including the development and quality control of global tools, guidance, policy and other technical initiatives as well as training and career development of key CCCM staff. In addition, the Global CCCM Technical Coordinator CCCM will provide high quality, rapidly deployable CCCM capacity in humanitarian situations as requested by field operations (approximately 40% of his/her time). Finally, the Global CCCM Technical Coordinator will represent ACTED towards the global CCCM cluster and other coordination and policy mechanisms related to displacement.

1. Strengthening ACTED internal CCCM capacities at the global and country level

1.1. Development of CCCM tools and guidance

- Based on best practices and lessons learnt in the field (capitalization), lead the development and quality control of global tools, guidance, and other technical initiatives, ensuring appropriateness for use by ACTED country teams (e.g. development of a standardized rapid response CCCM toolbox that can be rolled out for new crises/new missions)
- Identify and coordinate ongoing CCCM activities currently implemented by ACTED missions and ensure they adhere to technical standards, SOPs, etc.;
- Develop standardized indicators for CCCM activities/approaches/outcomes
- Raise awareness and a common understanding of CCCM among ACTED staff, in particular CDs, PD, GMD, AMEU, Technical Coordinators, etc.;
- Continuously record and consolidate learning from CCCM activities, and to improve ACTED process and tools for field teams;
- Facilitate learning events and compile and proactively disseminate best practices and lessons learnt among CDs, TCs, PMs, PD and other relevant stakeholders and relay to AME as well as Grant Management;
- Animate an online community of practice among ACTED CCCM staff
- Keeping abreast of ACTED's institutional developments and ensure alignment of guidance and tools developed in CCCM;

1.1.2. Technical support to fundraising and project development

- In close coordination with the Grant Management Department and Project Development Teams at country level, help identify relevant approaches or thematic for CCCM related CfPs/projects and provide technical inputs and validation when possible;
- On designated key CCCM proposals (especially multi-country), lead field team assessments, or serve as lead technical writer, proposal coordinator during the conceptualization or reviewer stage as appropriate;

1.1.3. CCCM staff training and career development

- Lead on the technical part of the recruitment process for international CCCM staff in close coordination with the HQ HR Recruitment Unit and country teams;
- Coordinate with the HQ HR Mobility Unit and Country Directors to contribute to the follow-up and career management of key international and national CCCM staff (i.e. internal mobility, including REACT missions);

- Contribute to briefing newly recruited / promoted / REACT CCCM staff to ensure they understand and are able to perform their roles and responsibilities;
- Conduct technical debrief of international field CCCM staff after their assignment in collaboration with the HR Department;
- Provide technical support and capacity building to ACTED CCCM staff as required - by contributing to strengthening technical capacity by developing ACTED internal technical guidance products in relation to CCCM, and by directly providing relevant training, ensuring all training materials are adapted to specific operational needs.

2. CCCM Rapid Response/Field Deployments (40%)

- Plan and coordinate contextualized CCCM responses including through the deployment of capacity and resources and by ensuring adequate information flow between involved departments, especially the emergency unit;
- Undertake regular deployments in support of ACTED's CCCM operations at the request of country teams (this may include support to or set up of CCCM operations, develop proposals and appeal documents, project management, trainings, evaluation, and other);
- Work with field colleagues to identify gaps and develop or review and revise guidelines related to CCCM operations and provide advice and support to Project Coordinators/Managers, Technical Coordinators and other relevant field staff in order to strengthen field-level coordination and response;
- Coordinate / develop / update CCCM response strategies and action plans and ensure that these are adequately reflected in overall country strategies.

3. Global Positioning and Representation

- Represent ACTED towards the global CCCM cluster and maintain ACTED position in the SAG
- Identify working groups and/or initiatives at the CCCM global or national clusters which are of strategic interest for ACTED and actively participate in these working groups and/or initiatives;
- Represent ACTED towards other coordination mechanisms, fora and events related to displacement;
- When requested, represent and speak on behalf of ACTED at key CCCM conferences, meetings and global forums;

Keep ACTED CCCM teams updated of the international debate and development within the issues relevant to the CCCM sector.

Required qualifications and technical competencies

- University degree in political or social sciences, international relations, international law or a related field
- Five years of practical experience working in humanitarian emergencies
- Demonstrated expertise in camp management and humanitarian coordination
- Experience in liaising closely with NGOs and UN within the IASC framework
- Global CCCM Training of Trainers (ToT) an added value
- English and French language skills

Conditions

- Salary between 2500€ and 2700€ monthly (before income tax), depending on the level of education & expertise
- Affiliation to AG2R health insurance
- Food vouchers ("tickets restaurant") when in HQ, 50% coverage of Paris transportation costs (Navigo Pass)
- Accommodation and food provided in ACTED guesthouse as well as a monthly living allowance of \$300 per month during field visits
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training

How to Apply

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