

Vacancy announcement

Position	Project Development Volunteer	Starting date	February 2023
Location	Amman, Jordan	Type of contract	Volunteering
Contract duration	6 months	Security Risk Level	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

Position context and key challenges

ACTED Jordan provides emergency humanitarian assistance as well as longer term development programs reaching over 150,000 direct beneficiaries in Jordan in 2016. ACTED's operations are spread across Amman as the Country Office, and three area offices: From its office in Marfaq, ACTED provides support to vulnerable Jordanians and Syrian refugees of Northern Jordan including household rehabilitations, emergency assistance (cash, vouchers and in-kind), as well as water/sanitation infrastructure. ACTED is also working to develop sustainable livelihood programmes. In Za'atari King Abdulla and Cyber City refugee camps, ACTED provides water supply, solid waste management, hygiene promotion, community mobilization, repair and maintenance and has completed the initial phase of the Za'atari water network for over 80,000 refugees. In Azraq (including Azraq refugee camp), ACTED provides water supply, solid waste, desludging and food assistance for approximately 35,000 refugees. ACTED also partners with REACH, who provides information management support to working groups and sectors nationally.

Key roles and responsibilities

The Project Development Volunteer (PDV) ensures proper grant management by developing qualitative project progress reports in compliance with donors' rules. The PDI facilitates smooth internal communication and coordination with relevant departments and contributes to ACTED external communication strategy. The PDI contributes to fundraising efforts by participating in the development of project proposals in line with ACTED's global and in-country programme strategy.

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 advise 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.

Required qualifications and technical competencies

- Master Level education in a relevant field such as International Relations, Development or Political Science;
- Previous related work experience, with knowledge of proposal writing and reporting;
- Familiarity with the project cycle;
- Excellent writing and communication skills;
- Ability to work efficiently under pressure and to manage multiple tasks;
- Good team spirit and ability to work with diverse profiles

Conditions

Status: volunteer

- 300 USD per month living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical, repatriation, and life insurance.
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Psychological assistance

How to Apply

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