

Vacancy announcement

Position	Protection Project Manager	Starting date	ASAP
Location	Riohacha, Colombia	Type of contract	Fixed Term Contract
Contract duration	9,5 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

For the past few decades Colombia has been affected by complex events of internal displacement due to the internal conflict and/or natural disasters. Since 2012, the country has experienced a sustained flow of migrants from its neighbour, Venezuela. This flow has recently intensified due to the increased economic constraints in the country and according to official sources; over 1.2 million migrants are currently present in Colombia, with more entering the country every day.

Additionally, the country is still facing complex internal conflicts situations that have been exacerbated by the increased criminal activity in the border areas. Moreover, Riohacha and the department of Guajira have been historically affected by prolonged droughts and overall lack of access to water, particularly in the rural areas inhabited by the Wayu indigenous people.

ACTED opened its mission in Colombia in early 2019. The teams worked to gain a deep understanding of the context and to build relations with different stakeholders at the local and national level. ACTED conducted a multi-sectoral needs assessment in La Guajira, Magdalena and Norte de Santander. This assessment formed the basis for the identification of the most vulnerable beneficiaries of a project to provide one-off emergency cash assistance and training on nutrition to 1,000 Venezuelan migrants and refugees living in informal settlements in several municipalities of La Guajira.

- In order to promote social cohesion and mitigate community tensions, ACTED supported Venezuelan refugees and migrants, Colombian returnees and host communities. In addition, its engagement at the local level led ACTED to create and co-lead the Cash Working Group contributing to elaborating and disseminating good practices and intervention norms.

Key roles and responsibilities

The Project Manager, under operational guidance of the Program Coordinator, and is responsible for ensuring proper implementation of ACTED's Protection through Civil Society project. The Project Manager oversees field operations and ensures effective and timely completion of activities, delivery of quality outputs and achievement of outcomes with maximum impact for beneficiaries. The Project Manager supervises the project staff in day to day management of all aspects of the Protection and Civil Society project and liaises with relevant internal departments and external partners and project stakeholders.

1. Project Planning

- Develop overall project implementation strategy, systems, approaches, tools, and materials
- Organize project kick-off and close-out meetings
- Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

2. Project Implementation Follow-up

- Oversee and manage the implementation of the project ensuring that technical quality and standards are considered and respected during project(s) implementation
- Organize regular project coordination meetings with project team

- Ensure budget utilization and physical target achievements are reviewed at least once a month as per work plan
- Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and standards
- Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation
- Regular update the work plan, output tracker, PMF and other documents relevant for effective project management

Protection:

- Identify local capacities to implement community based protection project and subgrants.
- Design activities according to local CSO capacities and context to support refugees in Moldova, . Some examples of protection projects/activities include the construction of a playground for children or a library space, and the organization of social events, sports, or other recreation activities.
- Adapt Protection learning to the context and sensitize and train both the team and the host communities but also the beneficiaries on protection topics such as: GBV, Child Protection, Asylum laws and protection, prevention against human trafficking etc
- Support other teams in protection mainstraining across all ACTED activities
- Identify and train all teams on protection cases referrals and structure the pathway to follow according to the national processes.

3. Administration and Operational Management of Project Implementation

3.1. Finance

- Review the BFU(s) and provide accurate forecasts with BOQs
- Forecast monthly cash requirements of the project and submit to AC

3.2. Logistics

- Contribute to the development of Procurement plans
- Send accurate and precise order forms in a timely manner
- Contribute to quality checks and procurement committees to finalise suppliers' selection according to applicable scenario
- Confirm quality of material selection if and when applicable
- Ensure a proper management and use of the project assets and stocks
- Plan team movements based on available fleet and applicable policies

3.3. Administration/HR

- Participate in the recruitment of technical staff (development of organigrams, ToRs, elaborating the tests and reviewing them; interviews etc)
- Ensure that project staff understand and are able to perform their roles and responsibilities
- Follow-up the work plans and day-to-day activities of the project staff
- Manage the project staff in cooperation with Area Coordinators
- Ensure a positive working environment and good team dynamics
- Undertake regular appraisals of staff and follow career management
- Manage interpersonal conflicts
- Ensure capacity building among staff in relevant sectors

3.4. Transparency

- Ensure project records and documents (Flat files, beneficiary list, donation certificates, attendance sheets etc) are adequately prepared, compiled and filed according to ACTED procedures
- Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATS procedures

3.5. Security

- Ensure that each member of the project team is aware of security issues, policies, SOPs and they follow them accordingly
- In cooperation with the relevant Security Officer, monitor the local security situation and inform the Country Director or Area Coordinator and Country or Area Security Officer of developments through regular written reports;
- Contribute to the updating of the security guidelines in the project area of intervention;

4. External Relations

- Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
- Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication
- Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon – rather than replicate – the work of others

5. Quality Control

- Assess the activities undertaken and ensure efficient use of resources;
- Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of project activities
- Ensure lessons learned are documented, shared and reflected in project planning and decision making
- Advise on, and assist with, project reviews conducted by AMEU
- Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development
- Identify and analyse gaps, ACTED's added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to the N+1

6. Reporting

- Provide regular and timely updates on progress and challenges to supervisors and other team members
- Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.
- Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided

Required qualifications and technical competencies

- Project management experience in protection, in emergency and/or development
- Proven capabilities in leadership and management required (large team)
- Perfect verbal and written communication skills in English
- Knowledge of local language and/or regional experience is an asset
- Ability to work well under pressure

Conditions

- Salary between 2000 and 2100€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Food allowance and lodging provided at the organization's 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

Please send your application including cover letter and CV to jobs@acted.org under

Ref: PM Prot/COL