

Vacancy announcement

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|--------------------------|---------------------------------|----------------------------|-----------------|
| Position | CCCM Project Coordinator | Starting date | ASAP |
| Location | Cox's Bazar, Bangladesh | Type of contract | Fixed Term |
| Contract duration | 6 months (renewable) | 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 4,800 national staff 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

ACTED started its activities in Bangladesh in 2017 in order to respond to the urgent needs of the Rohingya refugee populations arriving in the country.

In an environment that is increasingly challenging for refugees with heightened social tensions and calls for refugees to return, ACTED continues to provide lifesaving assistance through its flagship Site Improvement Sector (SMS) project, managing 5 camps in Cox's Bazar. Since the original project initiation in early 2018, ACTED has developed coordination, information management and monitoring mechanisms in its camps to support institutionalization and improvement of the camp management system in place. As part of this, ACTED has arranged regular coordination meetings with camp stakeholders to address gaps in service provision, strengthened the communication capacities of partners during monsoon season and other emergencies, overseen Rohingya volunteers in disaster risk reduction works to prepare and improve the camps. ACTED has also enhanced its Complaints and Feedback Mechanism with an outreach component, and set up governance structures aimed at increasing community participation, particularly of marginalized groups.

Key roles and responsibilities

The CCCM Project Coordinator ensures all projects in the sector run in a smooth and cost-efficient manner and in compliance with ACTED's and donors' procedures and legal requirements.

1. Project Implementation Follow-up

1.1. Project Planning

- a) Ensure timely organization of project kick-off and close-out meetings
- b) Ensure that all projects have an implementation strategy and work plan
- c) Together with Consortium Coordinators, Area Coordinators and Project Managers, plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

1.2. Project Implementation Follow-up

- a) Oversee the implementation of projects ensuring that technical requirements and quality standards are considered and respected during project implementation
- b) Anticipate and mitigate risks and implementation delays and provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points
- c) Monitor output achievement, cash burn rates and ensure a timely completion of projects through review of PMFs, BFUs and project reports
- d) Ensure that contractual obligations are met in terms of project deliverables

1.3. Project Quality Control

- a) Ensure the application of a practical field based M&E system/plan for each project
- b) Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources
- c) Advise Consortium Coordinators, Area Coordinators and Project Managers to adapt projects according to monitoring and evaluation findings
- d) Advise on and assist with project reviews conducted by AMEU
- e) Together with the AMEU team, ensure capitalisation of best practices and lessons learnt for projects in the area of operations

1.4. Implementing Partners

- a) Support the Consortium Coordinators and Project Managers to regularly review partnerships with implementing partners and ensure that any issues or disputes are resolved in a timely manner.
- b) Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with ACTED and donor requirements
- c) Lead review meetings with partners, with particular attention given to the relationship aspects of partnership collaboration



1.5. External Relations

- a) Establish, maintain, and improve active and regular working relationships with local authorities and where necessary non-state actors and obtain required authorizations and buy-in for ACTED's activities
- b) 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 implementation
- c) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner

2. Administrative and Operational Management of Project Implementation

2.1. Finance

- a) Review the project BFU(s) to avoid under/over spending
- b) Ensure accurate budget forecasting and expense planning

2.2. Logistics

- a) Contribute to the development of project procurement plans
- b) Contribute to quality checks and procurement committees to finalise suppliers' selection according to applicable scenario
- c) Ensure timely procurement and adherence to rules of origin and nationality

2.3. Administration/HR

- a) Participate in the transparent and timely recruitment of project staff (developing organigrams, ToRs, elaborating recruitment tests)
- b) Proactively support Project Managers and Area Coordinators to adapt the project staffing structure to needs and funding
- c) Ensure regular performance appraisal and career management of project teams
- d) Ensure a positive working environment and good team dynamics
- e) Manage interpersonal conflicts
- f) Ensure capacity building among project staff

2.4. Transparency/Compliance

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

2.5. Security

- a) Together with the Security focal points, assess risks in the areas of project implementation and develop context specific MOSS and SOPs
- b) Ensure that project teams are aware of security threats and follow ACTED security policies, MOSS and SOPs accordingly

2.6. Implementing Partners

- a) Support the FLATS team, Consortium Coordinators and Project Managers to ensure adherence to ACTED's policies and procedure, arranging training and induction as required
- b) Ensure that all budgetary issues between ACTED and partners are addressed and that mutually beneficial solutions are agreed upon in a timely manner
- c) In collaboration with the FLATS team, review due diligence of partners or conduct new due diligence and develop appropriate time bound organisational development workplans
- d) Oversee the development of capacity building framework and action plans with full participation of partners

Ensure partners provide all project documents required by ACTED and its donors in a timely manner and according to ACTED standards.

Required qualifications and technical competencies

- At least four years of field experience in program management and coordination
- Demonstrated communication and organizational skills
Ability to train, mobilize, and manage experienced staff;
- Flexibility and ability to multi-task under pressure;
- Ability to work well in unstable and frequently changing security environments;
- Willingness to work and live in often remote areas under basic conditions;
- Proven ability to work creatively and independently both in the field and in the office;



Conditions

- Salary between 2300 and 2500€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Contribution to a housing allowance of up to 75% of ACTED benchmark or accommodation and food provided in ACTED 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 (cover letter + resume) to jobs@acted.org under **Ref: PC CCCM/BAN**