

Vacancy announcement

Position	CCCM – Refugee Response Technical Coordinator	Starting date	ASAP
Location	Chisinau, Moldova	Type of contract	Fixed
Contract duration	6 months (renewable)	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 and 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

As of February 24th, ACTED deployed an emergency team in Moldova to support people who were affected by the conflict in Ukraine and had to cross the border. Our teams mobilized quickly to carry out needs assessments along the border and in reception centers, in close coordination with the Moldovan authorities.

ACTED's first actions concerned the deployment of buses in Palanca and Tudora, in addition to buses provided by the Moldovan and Romanian authorities, in order to transport refugees from crossing points to reception centers or to Romania, in agreement with the authorities of both countries.

Key roles and responsibilities

JOB PURPOSE

The Technical Coordinator CCCM – Refugee Response is responsible for the provision of coordination and support as well as strategic planning and technical guidance on activities within the area of CCCM – Refugee Response. He/She plays a leading role in providing technical inputs to the CCCM – Refugee Response strategy and project development at the local and national level. Moreover, he/she supports the Project Teams in the planning, design, implementation, supervision, and potential expansion/development and administration of technical CCCM – Refugee Response interventions.

DUTIES AND RESPONSIBILITIES

1. External Positioning

1.1 External Relations

- Act as key ACTED representative on CCCM and Refugee Response in Moldova;
- Ensure external representation of ACTED in CCCM and Refugee Response sector, vis-à-vis country and local authorities, other project stakeholders, donors and partners
- Participate in and report (internally) on CCCM and Refugee Response technical and sectoral meetings, clusters and working groups involving all relevant stakeholders such as donors, NGOs, UN Agencies, intergovernmental institutions
- Ensure effective coordination and collaboration with key stakeholders and partners, i.e. NGOs, civil society organizations, community groups, and government counterparts who are working on CCCM and Refugee Response
- Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.

1.2 .Project Development

- Collect and analyse primary and secondary data related to the CCCM and Refugee Response sector in Moldova;
- Analyse the activities in the CCCM and Refugee Response sector and relevant stakeholders
- Identify the needs of the most vulnerable populations through regular visits and literature review, and through the design and implementation of relevant needs assessments in close collaboration with AMEU
- Lead CCCM and Refugee Response project conceptualization workshops
- Provide technical inputs into proposal design and ensure new or adapted projects for the CCCM and Refugee Response sector focus on maximizing efficiencies, impact and integrated approaches

2. Internal CCCM and Refugee Response Technical Support and Coordination

2.1.Coordination

- Support the development and maintenance of a coherent CCCM and Refugee Response strategy across ACTED's areas of intervention in Moldova;

- b) Promote harmonization of approaches and methodologies across the different CCCM and Refugee Response projects by developing and monitoring use of common tools, as well as creating opportunities for experience sharing and learning;
- c) Brief Project Managers about main CCCM and Refugee Response issues, and updating them on a regular basis.
- d) Organize internal CCCM and Refugee Response meetings on a monthly basis.

2.2. Technical Leadership

- a) Define CCCM and Refugee Response project implementation modalities and methodologies (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution and sensitization)
- b) Lead the development of all technical tools related to [sector] projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);
- c) Analyse the appropriateness, adequacy and potential impact of all interventions in the CCCM and Refugee Response sector based on known contexts and needs
- d) Provide technical support to the Project Managers and other CCCM and Refugee Response staff to implement the ACTED CCCM and Refugee Response projects to a high quality standard;
- e) Liaise with CCCM and Refugee Response technical staff on a regular basis to ensure technical assistance is provided to projects when needed
- f) Disseminate tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences.

2.3. Staff Capacity Building

- a) Participate in the recruitment and training of CCCM and Refugee Response sector staff members
- b) In coordination with Project Managers identify individual training needs and ensure access to training and professional development opportunities appropriate to the skill gaps and needs
- c) Provide training to projects teams on ACTED activities and CCCM and Refugee Response best practices
- d) Develop training material for different trainings to share within the CCCM and Refugee Response project teams
- e) Develop capacity-building programmes for local actors (including partner NGOs and relevant local services providers) on CCCM and Refugee Response

Required qualifications and technical competencies

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- Experience of CCCM and Refugee Response
- Experience working in a volatile environment
- Demonstrated ability to manage a team
- Strong analytical capacity
- Significant experience in finance and logistics
- Computer knowledge is a must (Excel, Word ...etc.).
- Ability to work under stressful conditions

Conditions

- Salary between 2100 and 2300€ 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: CCCM RR TC/MOL**