

Vacancy announcement

Position	Country Projects Coordinator	Starting date	April/May 2023
Location	Aden, Yemen (with 70% travel to the field locations)	Type of contract	Fixed Term
Contract duration	12 months (renewable)	Security Risk Level	Very Risky (4/4)

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 has been present in Yemen since 2012 with a coordination office in Sanaa, and four operational offices in Ibb, Sa'ada, Aden and Al Hudaydah. The NGO intervenes in seven governorates of the country (Al Dhale'e, Al Hudaydah, Al Jawf, Ibb, Raymah, Sa'ada and Taizz), riddled by conflict since 2015. The charity provides emergency response, as well as deliver rehabilitation and development projects with WASH, shelter, food security and agriculture programming, camp coordination and camp management, economic recovery and market systems, cash and voucher programming.

After the start of the conflict, ACTED shifted strongly towards emergency programming, while remaining committed to longer-term livelihood and development strategies. The teams pursue programming in response to emergencies while building disaster resilience, co-constructing effective governance, and promoting inclusive and sustainable growth. Using a multi-sector approach, ACTED aims to comprehensively meet the needs of the most vulnerable displaced and host communities.

Key roles and responsibilities

The Country Projects Coordinator is responsible for the provision of coordination and support as well as strategic planning and technical guidance on activities implemented in the mission, within the area, but not limited to CCCM, Livelihoods, Cash and WASH & Shelter. He/She plays a leading role in providing technical inputs to the country 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 CCCM, Livelihoods, Cash and WASH & Shelter interventions.

1. External Positioning

1.1. External Relations

- a) Ensure external representation of ACTED, at country level, with local authorities, other project stakeholders, donors and partners.
- b) Participate in and report (internally) on sectoral meetings, clusters and working groups involving all relevant stakeholders such as donors, NGOs, UN Agencies, inter-governmental institutions
- c) Ensure effective coordination and collaboration with key stakeholders and partners, i.e. NGOs, civil society organizations, community groups, and government counterparts.
- d) 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

- a) Collect and analyse primary and secondary data related to the CCCM, Livelihoods, Cash and WASH & Shelter sectors in Yemen.
- b) Analyse the activities in the CCCM, Livelihoods, Cash and WASH & Shelter sectors and relevant stakeholders.
- c) 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 and Program teams.
- d) Lead CCCM, Livelihoods, Cash and WASH & Shelter project conceptualization workshops.
- e) Provide technical inputs into proposal design and ensure new or adapted projects for the CCCM, Livelihoods, Cash and WASH & Shelter sector focus on maximizing efficiencies, impact and integrated approaches.

2. Internal support and coordination

2.1. Coordination

- a) Support the development and maintenance of a coherent programming strategy across ACTED's areas of intervention in Yemen.

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

2.2. Technical leadership

- a) Define CCCM, Livelihoods, Cash and WASH & Shelter 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 CCCM, Livelihoods, Cash and WASH & Shelter projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...).
- c) Analyze the appropriateness, adequacy and potential impact of all interventions in the CCCM, Livelihoods, Cash and WASH & Shelter sectors based on known contexts and needs.
- d) Provide technical support to the Project Managers/Deputy Project Managers and other project staff to implement ACTED projects to a high-quality standard.
- e) Liaise with WaSH/Infra 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 training of project staff members.
- b) In coordination with Project Managers identify individual training needs and ensure access to training and professional development opportunities is appropriate to the skill gaps and needs.
- c) Provide training to projects teams on ACTED flagships and best practices.
- d) Develop training material for different trainings to share within the project teams.
- e) Develop capacity-building programmes for local actors (including partner NGOs and relevant local services providers).

Required qualifications and technical competencies

- At least 2 years of field experience in program management and coordination;
- Familiarity with the aid system, and ability to understand donor and governmental requirement;
- Excellent communication and drafting skills;
- Able to coordinate and manage staff and project activities;
- Proven ability to work creatively and independently both in the field and in the office;
- Being a strong team player and adept at creating a strong team spirit;
- Ability to organize and plan effectively;
- Ability to work with culturally diverse groups of people;
- Ability to travel and work in difficult conditions and under pressure;
- Knowledge of local language and/or regional experience an asset.

Conditions

- Salary between 2800 and 3000€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- 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
- Rest & Recuperation (R&R) every 2 months, flight tickets covered up to \$500 and allowance of \$200
- 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, CV and references to jobs@acted.org under

Ref: Country PC/YEM



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