

Vacancy announcement

Position	Base Manager	Starting date	ASAP
Location	Chernivtsi, Ukraine	Type of contract	Fixed Term
Contract duration	6 months (renewable)	Security Risk Level	Risky (3/4)

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 operations in Eastern Ukraine in 2015 to provide support to vulnerable people affected by the conflict that began in 2014. In 2022, as refugees are fleeing clashes across Ukraine triggered by military operations, ACTED is now extending its activities to deliver critical assistance to displaced persons in the main hosting regions and to support self-help and local organizations groups that have spontaneously formed. As the number of civilian casualties continues to grow and damage to critical infrastructure increases, ACTED is scaling-up its humanitarian assistance to help ensure those in transit, internally displaced or remaining in hotspots receive the basic support they need, including cash assistance, water, food and hot meals, blankets, hygiene supplies and access to mobile heating points. Finally, ACTED is also taking part in the ongoing efforts to provide humanitarian assistance to refugees in the neighboring countries of Poland, Romania and Moldavia where 3 humanitarian response teams have been deployed.

Key roles and responsibilities

1. Positioning

1.1. Context analysis:

- a) Analyse the sub-area's socio-economic situation, (donor) trends, needs and gaps;
- b) Regularly conduct stakeholder analysis, in particular who does what and where (3W) in the sub-area/base

1.2. Strategy Implementation: Provide support in the implementation of ACTED's country program strategy in the sub-area/base identifying strategic opportunities for expanding ACTED's work in the sub-area/base, and in particular

- a) Support in the identification of new opportunities and new sectors of intervention;
- b) Assist in consolidating and stabilizing programming;
- c) Review the geographic and thematic footprint;
- d) Ensure activities are relevant and meeting sub-area/beneficiary needs;
- e) Identify ACTED added-value;
- f) Ensure humanitarian principals are adhered to;

1.3. Networking, positioning and general representation:

- a) When requested, participate in donor meetings at sub-area/base level and communicate relevant information to the Country Director and other relevant staff;
- b) Maintain active and regular working relationships with other NGOs, UN agencies, clusters, working groups, consortia, etc. at sub-area/base level ensuring maximum visibility of ACTED
- c) Maintain 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 at sub-area/base level
- d) When requested, represent ACTED in key clusters, working groups, NGO coordination bodies, etc. at sub-area/base level

1.4. Proposal development

- a) Support the Project Development Department in proposal conceptualisation (problem statement, logframe) within the framework of the country, regional and global strategy
- b) Contribute to budget design ensure budget needs at sub-area/base level have been taken into consideration

1.5. Advocacy: Contribute to drafting issues papers, advocacy notes, press releases on relevant humanitarian and development issues in the sub-area of operation

2. Management and Internal Coordination

2.1. Staff Management



- a) Ensure that all staff in the base understand and are able to perform their roles and responsibilities related to base operations and link with the area Head of Departments
- b) Promote team building, productivity and staff welfare
- c) Mentor and support the team to build capacities, and improve efficiency and performance, and follow career management
- d) Manage interpersonal conflicts among staff at base level

2.2. Internal Coordination

- a) Facilitate interdepartmental communication and information sharing for a positive working environment
- b) Ensure implementation of ACTED coordination mechanism at base level (WAM, FLAT meeting, etc.)

3. Project Implementation Follow-up

3.1. Project Implementation Tracking

- a) Support Project Managers in project implementation through trouble shooting and eliminating blocking points
- b) Monitor output achievement, cash burn rates and ensure a time completion of projects through review of PMFs, BFUs and project reports
- c) Ensure that relevant project information is up-to-date and available for reporting purposes

3.2. 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) Ensure beneficiary feedback mechanisms are in place
- d) Support with the documentation of best practices and lessons learnt for projects implemented in the sub-area/base

3.3. Partner Management

- a) Identify potential local partners in the sub-area/base based on an assessment of complementarity and added value
- 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

4. FLATS Management

4.1. Finance Management

- a) Control project budgets at base level to avoid under/overspending
- b) Ensure accurate budget forecasting and efficient cash flow management
- c) Ensure timely and accurate base finance TITANIC reporting

4.2. Logistics & IT Management

- a) Ensure timely procurement and adherence to rules of origin and nationality at sub-area/base level
- b) Ensure quality supply management at base level
- c) Ensure proper asset management at base level and enforce asset investment policy
- d) Ensure proper stock management at base level
- e) Ensure proper IT systems, data back-up and protection from malware at base level
- f) Ensure sufficient and reliable means of communication at base level
- g) Ensure timely and accurate base logistics TITANIC reporting

4.3. Administration and HR Management

- a) Ensure transparent and timely recruitment of national staff
- b) Proactively adapt the staffing structure at base level to needs and funding
- c) Ensure regular performance appraisal and career management for staff at base level
- d) Ensure timely and accurate base HR TITANIC reporting
- e) Ensure timely exit forms

4.4. Transparency/Compliance Management

- a) Minimize risk of fraud and corruption by ensuring adherence to ACTED FLATS procedures
- b) Ensure that staff is aware of ACTED's transparency and whistle blowing policy

4.5. Security Management

- a) Analyse the security context at base level and in close collaboration with the Area Security Manager contribute to defining, analysing and evaluating risks
- b) Engage with relevant key stakeholders at base level to ensure access and support of interventions
- c) Address security and safety risks by implementing standard operating procedures defined for the base
- d) Ensure the offices and houses conform to recommended security, health and safety standards
- e) Ensure all staff in the base adhere to security procedures
- f) Ensure security incidents at base level are promptly reported to the area and capital



- University education in a relevant field such as international development, emergency operations, humanitarian programming, technical degree in camp management, or the like;
- Extensive project management experience (management, planning, staff development and training skills) in emergency and/or development programmes
- Base management skills preferred
- At least four years relevant work experience, preferably including camp settings
- Proven capabilities in leadership and management required
- Ability to work well and punctually under pressure
- Excellent skills in written and spoken English
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- Ability to work well and punctually under pressure
- Knowledge of local language and/or regional experience an asset

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
- 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
- R&R every 3 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 (cover letter + resume) to jobs@acted.org under **Ref: BM Chernivtsi /UKR**