

Vacancy announcement

Position	Project 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

1. Livelihood Project Implementation Follow-up

1.1. Livelihood 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 the Project Manager team, plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

1.2. Livelihood Project Implementation Follow-up

- a) Oversee the implementation of livelihood project 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. Livelihood 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 Project Management Team 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 Project Management Team 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/overspending
- 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, Area 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
- e) 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

- Master Level education in a relevant field such as International Relations or Development
- Extensive project management experience 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 an asset
- Ability to work well and punctually under pressure

Conditions

- Salary between 2850 and 3050€ 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: PC/YEM