

Vacancy announcement

Position	Protection Technical Coordinator	Starting date	ASAP
Location	Kyiv, Ukraine	Type of contract	Fixed
Contract duration	12 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 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

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 neighbouring countries of Poland, Romania and Moldavia where 3 humanitarian response teams have been deployed.

The "Securing Women's Economic Empowerment in Donbas (SEED)" project was approved for funding by Global Affairs Canada in November 2019 and originally sought to strengthen the economic capacity of women, marginalized groups and those affected by the conflict in Donetsk and Luhansk, GCA, Ukraine. Following the invasion by the Russian Federation on 24th February 2022, the context in Ukraine has changed radically. The scale and severity of the conflict has impacted all regions of the country, exacerbating existing needs and creating new, acute challenges, especially for women, girls, and other marginalised/vulnerable groups. While immediate humanitarian assistance is necessary to respond to urgent needs, support is also required to enhance community resilience and facilitate early recovery in the stabilization phase of the conflict.

Key roles and responsibilities

The Protection Technical Coordinator is responsible for the provision of coordination and support as well as strategic planning and technical guidance on activities within the area of protection. He/She plays a leading role in providing technical inputs to the protection 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 [sector] interventions.

1. External Positioning

1.1 External Relations

- Act as key ACTED representative on protection in Ukraine
- Ensure external representation of ACTED in protection sector, vis-à-vis country and local authorities, other project stakeholders, donors and partners
- Participate in and report (internally) on protection technical and sectoral meetings, clusters and working groups involving all relevant stakeholders such as donors, NGOs, UN Agencies, inter-governmental 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 protection
- 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 protection sector in the Ukraine;
- Analyse the activities in the protection 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 protection project conceptualization workshops
- Provide technical inputs into proposal design and ensure new or adapted projects for the protection sector focus on maximizing efficiencies, impact and integrated approaches

2. Internal Protection Technical Support and Coordination

2.1 Coordination

- a) Support the development and maintenance of a coherent protection strategy across ACTED's areas of intervention in Ukraine
- b) Promote harmonization of approaches and methodologies across the different protection 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 protection issues, and updating them on a regular basis.
- d) Organize internal protection meetings on a monthly basis.

2.2 Technical Leadership

- a) Define protection 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 protection projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);
- c) Analyse the appropriateness, adequacy and potential impact of all interventions in the protection sector based on known contexts and needs
- d) Provide technical support to the Project Managers and other protection staff to implement the ACTED protection projects to a high quality standard;
- e) Liaise with protection 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 protection 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 protection best practices
- d) Develop training material for different trainings to share within the protection project teams
- e) Develop capacity-building programmes for local actors (including partner NGOs and relevant local services providers) on protection

Required qualifications and technical competencies

At least 4 to 5 years of working experience in insecure environments
 Demonstrated communication and organizational skills
 Ability to train, mobilize, and manage both international and national 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
 Advanced proficiency in written and spoken English

Conditions

Salary between 2650 and 2850€ 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: TC Protection/UKR**