

Vacancy announcement

Position	Deputy Project Development Manager	Starting date	June 2023
Location	Amman, Jordan (to work on the Whole of Syria mission)	Type of contract	Fixed Term
Contract duration	12 months (renewable)	Security Risk Level	Sensitive (2/4)

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 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

In 2019, 12 million people in Syria were in need of humanitarian assistance, including internally displaced people, host community members and returnees. Among these, 6.2 million are in acute need of water, hygiene and sanitation assistance, 4.7 million people in need of shelter support and 6.5 million face food insecurity. Active armed conflict displaced 1.6 million people in 2019 alone, including in the northwest of Syria (1 million IDPs concentrated in Idlib) and in the northeast (170 000 IDPs). Overall, in 2019, Syria hosted 6.2 million IDPs, 850,000 of whom were settled in last resort sites (i.e. formal and informal camps) and therefore entirely reliant on humanitarian assistance.

In 2019, ACTED continued to deliver multisectoral emergency assistance to conflict affected communities, while supporting their efforts to create opportunities and solutions for recovery. ACTED provided large-scale responses to approximately 3 million people through water, hygiene and sanitation, shelter and non-food items, food security and livelihoods, and camp coordination and camp management (CCCM) interventions.

In-camp, ACTED ensured access to water, sanitation, and hygiene for over 364,000 people, and established itself as a key CCCM stakeholder. Out of camp, ACTED supported newly displaced households with emergency food and key non-food items to meet their basic needs.

ACTED also contributed to economic recovery, by supporting livelihoods and providing assistance alongside the agricultural value chain in targeted communities. Through civil society and technical governance mechanisms, ACTED further supported the long-term restoration of services to enhance the resilience of conflict-affected communities.

Key roles and responsibilities

Under the line management of the PDM, the D-PDM Syria supports the grants management and follow-up of an assigned list of projects for the Syria mission. The D-PDM Syria also supports fundraising and proposal development for Syria, although this will not be the focus of the position. Rather, the PDM will assign proposals and concept notes to different PD staff, depending on workload and capacity. The main objectives of the D-PDM Syria are: 1/ To improve the grants management, reporting and follow-up of the projects in its portfolio; 2/ To capacity build and manage Junior members of the PD team (expected management: 4 to 5 people); 3/ To improve internal communication and the implementation of key PD processes at mission-level (i.e. KOM, COMs, PRM, support to PD tools, etc); 4/ As relevant, support ACTED's positioning in Syria through support to fundraising and the production of external communication pieces (e.g. capacity statements) in collaboration with the Communication Officer. Examples of tasks the D-PDM Syria will focus on are presented below (list is not exhaustive):

1. Positioning and Fundraising

1.1 Context, Donor and Partner Analysis

- a) Ensure monthly consolidation of key trends and tools related to the donor environment relevant for dedicated grant portfolio, with support from Junior staff members.
- b) Alert the Project Development Manager of gaps and emerging trends in a timely manner.
- c) Ensure monthly update and consolidation of partner database as relevant to the dedicated portfolio.

1.2 Strategy development

- a) Contribute to the development of a country programme strategy in alignment with ACTED global/regional strategy;

- b) Identify strategic opportunities for expanding ACTED's work in the country building on existing donor management and fundraising tools';

1.3 External relations

- a) Maintain active and regular working relationships with donors and act as point of contact for all designated donor communication, including the coordination of donor visits in the field;
- b) Maintain active and regular working relationships with other NGOs, UN agencies, clusters, working groups, Alliance2015, consortia and academia;
- c) Ensure the establishment and regular update of a directory of donors, international and local NGOs, other partners and stakeholders;
- d) Contribute to the reporting to national and local authorities as required by ACTED registration/legal status in country;
- e) In the absence of Technical Coordinators, represent ACTED in key clusters, working groups, HCT and (I)NGO coordination bodies.

1.4 Fundraising and proposal development

- a) Identify funding opportunities;
- b) Identify new donors for diversifying ACTED donors' portfolio including private companies and private foundations;
- c) Contribute to the identification of potential relevant international and/or local partners (private sector partners, national and international NGOs, think tanks, academia, etc.) to be included in proposals;
- d) Under the strategic guidance of the PDM, lead the planning and development of concept notes and proposals (incl. by supporting relevant officers), in line with ACTED's strategy and donor priorities.
- e) Ensure proper consolidation, filing, and information sharing within the PDD on relevant donors.
- f) Liaise with Area Coordinators, Project Managers and Technical Coordinators to ensure that proposals are relevant and technically sound;
- g) Ensure that learning from previous projects (e.g. lessons learnt and best practices) is incorporated into new proposals;
- h) Ensure the involvement of FLATS teams in the development of fundraising documents, particularly finance for the budget and logistics in case of specific donor procurement rules.

1.5 Contracting

- a) Ensure filing of all contracts relevant to the dedicated portfolio.
- b) Review relevant contracts prior to signature in coordination with PDM and HQ Grants Management Unit.

2. Grant Management

2.1 Contract follow-up

- a) Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known within the PDD and well-communicated to relevant internal stakeholder (i.e. Project Managers, Area Coordinators, AMEU, FLATs).
- b) When any issue is identified in meeting deliverables in the given timeframe and budget, inform PDM and DCD P and support in identifying solution.
- c) Ensure the full process of starting, reviewing, and closing out projects under dedicated portfolio is properly followed, and in a timely manner, and documented internally according to ACTED's SOPs, with direct support to Junior staff members.

2.2 Reporting

- a) Review the progress narrative reports developed by the Junior staff members working on the dedicated portfolio and/or contribute to developing reports as necessary; ensuring high quality of reporting and timely submission.
- b) Regularly update the reporting tracking tools with regards to relevant grants, identifying gaps and lessons learnt for improved reporting practices.
- c) Support in the development of training materials to enhance the quality of reporting.
- d) Ensure, and facilitate as needed, internal coordination between relevant PD members and support departments (i.e. AMEU and FLATs) to incorporate best practices, challenges, and

lessons learnt.

- e) Track challenges and lessons learnt for the relevant portfolio, and regularly share with the PDM to feed into strategic conversations at Coordination level regarding improvement of programming.

2.3. Partner Follow-up

- a) When relevant to the dedicated portfolio, ensure that ACTED's grants management requirements related to partnership are met.

3. Management and Internal Coordination

3.1. Staff Management

- a) When relevant, manage a team of Project Development Officers, Interns and/or Assistants (as relevant);
- b) Ensure that staff under line management of the D-PDM in the department understands and is able to perform its roles and responsibilities, by providing guidance and direct supervision on day-to-day planning and task operationalization;
- c) Ensure a positive working environment and good team dynamics;
- d) Undertake regular appraisals of staff under line management;
- e) Support the PDM in identifying training needs in the team and support the development of PDD training materials.

3.2. Filing

- a) In coordination with the PDD (incl. Program Quality Control Unit when relevant), ensure that documentation related to the dedicated grants portfolio is available and properly filed – both in soft and hard copies.

4. External Communication

1. Contribute to ACTED's external communication strategy by feeding regularly ACTED HQ Communication Department with informal updates on projects, a flash news, pictures, articles on projects progress and/or specific events for ACTED communication tools, including, but not limited to, ACTED Newsletter, websites and ACTED Annual Report;
2. Contribute to the continuum of PR activities, including formal presentations, engaging media for coverage on success stories, updating project-specific and regional fact sheets, and documenting publications featuring ACTED in the media;
3. When relevant, follow, contribute to, draft and disseminate position papers, statements, reports and releases on ACTED's engagements and humanitarian advocacy, in line with ACTED's in country and global strategy as well as positioning, in close collaboration with the country director as well as HQ communication and programme departments.

Required qualifications and technical competencies

- Master Level education in a relevant field such as International Relations or Development
- Project management experience (management, planning, staff development and training skills)
- 2-5 years previous work experience in a relevant position
- Proven capabilities in leadership and management required
- Excellent skills in written and spoken English
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- Ability to work well under pressure

Conditions

- Salary between 2750 and 2950€ 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: DPDM/WOS**