

## Vacancy announcement

<b>Position</b>	<b>Regional Project Development Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Tashkent (Uzbekistan), Dushanbe (Tajikistan) or Bishkek (Kyrgyzstan) – with travels in the area (around 30-50% of your working time)	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	12 months (renewable)	<b>Security Risk Level</b>	Calm (1/4)

### About ACTED

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

### Position context and key challenges

ACTED has been present in Central Asia for over 25 years. ACTED opened in Tajikistan in 1996 and in Kyrgyzstan and Uzbekistan in 1999. ACTED has offices in the three capitals as well as operational offices in Khujand and Osh.

Across Central Asia, ACTED has built diverse sectoral expertise in spheres such as civil society development, participatory governance, social cohesion, gender equality and combating gender based violence (GBV), disaster risk reduction and emergency response, climate change adaptation, integrated Natural Resource Management (NRM) and promoting green economy and inclusive rural development.

The position will either be based in Bishkek (Kyrgyzstan), Dushanbe (Tajikistan) or Tashkent (Uzbekistan) as per management's decision. You will travel in the area (around 30-50% of your working time).

### Key roles and responsibilities

The Regional Project Development Officer (RPDO) helps position ACTED with stakeholders and contributes to the development of project proposals in line with ACTED's global and in-country programme strategy and ensures proper grant management. The RPDO ensures smooth internal communication and coordination with relevant departments and contributes to ACTED external communication strategy.

#### 1. Positioning and Fundraising

##### 1.1 Context Analysis

- Support analysis of the region's socio-economic situation, (donor) trends, needs and gaps,
- Regularly conduct stakeholder analysis, in particular who does what and where (3W)

##### 1.2 Strategy development

- Contribute to the development of a country programme strategy in alignment with ACTED global/regional strategy;
- Assist the Country Director (CD) in each country in identifying strategic opportunities for expanding ACTED's work in the country;

##### 1.3 External relations

- Support CDs and programme leads to maintain working relationships with donors, including the coordination of donor visits in the field;
- Support active and regular working relationships with other NGOs, UN agencies, clusters, working groups, Alliance2015, consortia and academia;
- Ensure the regular update of a directory of donors, international and local NGOs, other partners and stakeholders;
- Support reporting to national and local authorities as required by ACTED registration/legal status in country;
- In the absence of CDs, Technical Coordinators, or programme leads, represent ACTED in key clusters, working groups, HCT and (I)NGO coordination bodies.

##### 1.4 Fundraising and proposal development

- Identify funding opportunities;
- 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) Update on a monthly basis the Donor Follow Up (DFU) which documents latest negotiations and proposal possibilities with donors;
- e) Liaise with MEAL team to contribute to the ToRs of assessments to be conducted for proposal development and ensure their input in the log frame development (in particular the formulation of SMART indicators);
- f) Contribute to the development of fundraising documents (Expression of Interests, concept notes, proposals) in line with ACTED country strategy and donor requirements and in close collaboration with ACTED HQ GMU (Grant Management Unit) and finance;
- g) Liaise with Area Coordinators, Project Managers and Technical Coordinators to ensure that proposals are relevant and technically sound;
- h) Ensure that learning from previous projects (e.g. lessons learnt and best practices) is incorporated into new proposals;
- i) 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) Support the Country Director in negotiating proposals and/or contracts with donors;
- b) Address in a timely manner all comments by donors on proposals in liaison with relevant staff in country and ACTED HQ GMU and finance;
- c) Read thoroughly all contracts before signature, seeking ACTED HQ GMU and finance advice when required.

## **2. Grant Management**

### **2.1. Contract follow-up**

- a) Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme, MEAL and FLATS team;
- b) When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant staff in country and seek ACTED HQ Program Department advice on potential solutions that would meet donor rules.

### **2.2. Reporting**

- a) Ensure project kick-off and close out meetings are conducted for each project;
- b) Contribute to the development of quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with ACTED HQ GMU and finance, which will contribute ultimately to steady cash inflow;
- c) Liaise with FLATS teams when preparing reports, esp. with finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
- d) Work in close relation with MEAL to incorporate M&E data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports;
- e) Update monthly the Reporting Follow Up (RFU) and ensure smooth and regular communication with ACTED HQ GMU;
- f) Work with CDs and programme leads to ensure ad hoc requests from donors are addressed in liaison with the CD, Programme and support teams.

### **2.3. Partner Follow-up**

- a) Liaise with partners to develop and sign relevant grant agreements in close coordination with ACTED HQ GMU and finance;
- b) Work with programme leads to Ensure all potential partners have a clear understanding of what is expected in terms of reporting so as to comply with ACTED and donor requirements and regulations;
- c) Work with programme leads to ensure partners report to ACTED in a timely and qualitative manner as per the requirements of the grant agreement.

## **3. Management and Internal Coordination**

### **3.1. Staff Management**

- a) Work with CDs to ensure that staff in the department understand and are able to perform their roles and responsibilities;
- b) Work with CDs to coordinate a team of Project Development Officers, Interns and or Assistants delineating their responsibilities and follow-up the work plans and day-to-day activities;
- c) Work with CDs to ensure a positive working environment and good team dynamics;
- d) Work with CDs to manage interpersonal conflicts between departmental staff members;
- e) Undertake regular appraisals of staff and follow career management;

- f) Identify the PDD training needs, discuss plans with the coordination and HR for both internal and external trainings, and implement them according to PDD strategic and operational priorities;

### **3.2. Internal Coordination and Communication**

- a) Facilitate interdepartmental communication and information sharing from the Base, to the Area, Capital, and even up to the regional and HQ offices by ensuring implementation of ACTED coordination mechanisms (WAM, MCM) and dissemination to relevant staff;
- b) Ensure these meeting minutes are sent monthly to HQ;
- c) Ensure regular and clear communication with ACTED HQ GMU and finance to keep it updated about latest development, so that GMU can best advice you ahead of a task.

### **3.3. Filing**

- a) Implement a filing system and ensure the proper filing of contractual project documents both in hard and soft copies;

## **4. External Communication**

- a) Support PDD's contributions 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;
- b) Ensure 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;
- c) Support ACTED's in country communication activities including media visits, photographer's mission, videos, etc.;
- d) Oversee the update and design of in country communication and visibility tools and publications, their dissemination and availability to ACTED teams, as well as the capitalization of media and pictures of the mission;
- e) 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**

- Postgraduate diploma in International Development or related field (anthropology, development studies, humanitarian aid, sociology)
- Previous experience in development or humanitarian assistance, especially in proposal development, grants management and donor relations, are required
- Knowledge of and ability to analyse the regional context and emerging developments and trends
- External representation skills
- Ability to coordinate a team across borders
- Teamwork and team building skills, capacity building skills
- Ability to work independently and creatively in a multicultural context
- Strong oral and written communication skills, analytical skills
- Ability to work efficiently under pressure

## **Conditions**

- Salary between 1500 and 1700€ 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
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 4-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 and CV to [jobs@acted.org](mailto:jobs@acted.org) under Ref: PDO/CA



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