

Vaccancy Announcement

Position	Base Manager	Starting date	August 2023
Location	Puerto Ayacucho, Amazonas - Venezuela	Type of contract	Fixed term
Contract duration	Until may 2024	Security risk level	Risky (34)

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's context and key challenges

For the past few decades Venezuela has been affected by a multi-dimensional crisis, affecting access to WASH, sanitation and hygiene, protection, health and food security-related services. Amazonas has also been weakened by the Venezuelan crisis, which has led to product shortages, service failures and severe economic difficulties. One of the major consequences of this crisis is the high mobility of people, which increases the vulnerability of the population, particularly women, as they are exposed to risks of violence, trafficking, or insecurity along migratory routes. Since 2022, ACTED works in the Amazon region of Venezuela, to strengthen protection mechanisms to improve access to water and livelihoods for the most vulnerable indigenous communities. The Base Manager will work in this context, liaising with NGOs, local authorities and ensuring the effective implementation of the project in a fast growing and vibrant humanitarian scenario.

Key roles and responsibilities

Under the supervision of the Area Coordinator, the Base Manager is responsible for representing Acted's interests in Puerto Ayacucho with local authorities, donors, beneficiary communities and other key stakeholders. The Base Manager oversees the day-to-day operational implementation of projects and security in the respective base. The Base Manager also supports Project Managers to ensure that projects address beneficiary needs and are implemented according to Acted's global strategy, donor guidelines, approved work plans and budgets.

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 are 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/over spending
- 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

Required qualifications and technical competencies

- 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 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 (cover letter + resume) to jobs@acted.org under **Ref: BM/VEN**