

## Vaccancy Announcement

<b>Position</b>	<b>Program Volunteer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Bishkek, Kyrgyzstan	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 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's context and key challenges

Acted has been present in Central Asia for over 25 years. Acted opened in Tajikistan in 1996 and currently has a coordination office in the capital Dushanbe and operational offices in Khujand, Murgab and Ayni. In Kyrgyzstan and Uzbekistan, Acted has been operating since 1999, with coordination offices in both capitals, Tashkent and Bishkek, and operational bases in Jalalabad and Osh.

Across Central Asia, Acted's focus is on participatory, inclusive, and multi-sectoral community-development efforts. Acted is implementing a wide range of programming in all three countries to develop the capacity of civil society organizations, local authorities and the private sector to build strong and resilient communities.

## Key roles and responsibilities

In close collaboration with the respective Programme team as well as the Project Development (PD) team at field level and Grant Management Unit (GMU) at HQ level, the Programme Intern provides support to the core functions of the Programme, notably in terms of a) programme implementation and research; b) grant management; and c) external communication and visibility.

### Programme implementation and research

- Support the organization of Acted events, meetings and workshops as required;
- Carefully take minutes as requested and ensure smooth flow of information between staff;
- Ensure proper filing of programme documents;
- Support key research activities in line with the request of the programme team;
- Prepare relevant situation reports and other documents on an ad-hoc basis as required;
- Assist in the preparation of programme technical guidance notes, including translation if needed, editing, proof-reading, and formatting.

### Grant management

- Support follow up on the selection, due diligence and contracting of implementing partners or sub-grantees on an ad-hoc basis;
- Assist in collecting and reviewing partner reporting and contribute to Acted reporting to the donor(s);

- Follow up on any change in donors' procedures, and contribute to the development of internal tools and processes that improve grant management accordingly;
- Help identify and analyse donor funding trends and funding opportunities related to the programme;
- Work with the PD team on the development of any new proposal relevant to the initial programme to ensure documents (proposals, tender bids, etc.) are harmonized with ongoing programming and in line with Acted global and country strategy and comply with donor requirements for final validation and timely submission.

#### **External communications and visibility**

- Assist the Programme and PD team to develop appropriate communication and visibility strategies, plans and activities;
- Support the Programme and PD team to review, gather and edit project-related articles, press releases and develop human interest stories and audio-visual content (pictures, videos) and other information materials required in the framework of the projects in line with Acted editorial line, communication objectives, standards and requirements;
- Contribute to updating and feeding the Acted communication tools such as website and social media (Facebook, Instagram, LinkedIn, etc.) in line with Acted editorial line, communication objectives, standards and requirements;
- Assist the PD team to maintain an up-to-date inventory ("Communication Reporting Follow Up") of contractual project communication and visibility activities/requirements and systematically follow-up communications and visibility activities/ requirements for above standard communications projects.

#### **Other**

- Undertake any other tasks as required by the programme team and regional coordination.

### **Required qualifications and technical competencies**

- Bachelor's level degree in a relevant field;
- Thematic or geographically relevant experience via previous internships or academic studies;
- Familiarity (work or travel) in Central Asia or CIS countries, will be a distinct advantage;
- Understanding of qualitative and quantitative research methods and tools;
- Excellent spoken and written English;
- Knowledge of Russian, Kyrgyz, Tajik or Uzbek will be an advantage.

### **Conditions**

Status: volunteer

- 300 USD per month living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical, repatriation, and life insurance.
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Psychological assistance

### **How to Apply**

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: PROGV/CA**