

Vaccancy Announcement

Position	Flying Project Development Manager	Starting date	ASAP
Location	Paris 9th arr., HQ, France	Type of contract	CDI (French Open-end contract)
Contract duration	Open-end	Security risk level	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's head office was set up in Paris in 2000 to coordinate the organization's worldwide operations. Today, the head office employs 100 people in the HR, Finance, Programs, Audit, Safety, Logistics & Systems and Communications departments. These departments support the 43 Country Directorates. The head office also acts as a focal point for Acted's management team, including the Managing Director, the Development Director and the fifteen members of the Board of Directors.

Key roles and responsibilities

The Flying Project Development Manager will undertake short-term assignments (up to 6 months) to Acted countries of intervention to provide support with 1) positioning Acted with donors, 2) leading the development of project proposals in line with Acted's global and in-country programme strategy, 3) ensuring proper grant management and 4) building the capacity of the country team. The Flying PDM will ensure smooth internal communication and coordination with relevant departments and contributes to Acted external communication strategy.

A. Provide in-person surge support to PD field teams in terms of proposal development, fundraising, staff capacity building and grants management (approximately 70% of time)

1. Positioning and Fundraising

1.1. Context Analysis

- a) Analyze the country's socio-economic situation, (donor) trends, needs and gaps
- b) Conduct stakeholder analysis, in particular who does what and where (3W)

1.2. Strategy development

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

1.3. External relations

- a) Maintain active and regular working relationships with donors and act as point of contact for all 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) Lead 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) Update on a monthly basis the Donor Follow Up (DFU) which documents latest negotiations and proposal possibilities with donors;
- d) Liaise with MEALU to contribute to the ToRs of assessments to be conducted for proposal development and ensure their input in the logframe development (in particular the formulation of SMART indicators);
- e) Oversee 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;
- 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) Negotiating proposals and/or contracts with donors with support of CD;
- 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, MEALU 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) 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;
- c) Work in close relation with MEALU to incorporate AME data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from MEALU;
- d) Update monthly the Reporting Follow Up (RFU) and ensure smooth and regular communication with Acted HQ GMU;
- e) 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) 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) Ensure partners report to Acted in a timely and qualitative manner as per the requirements of the grant agreement.

3. External and Internal Coordination

3.1. Staff Management (if any)

- a) Ensure that staff in the department understands and is able to perform its roles and responsibilities;
- b) Build the capacity of a team of Project Development Officers (if any), Interns and Assistants delineating their responsibilities and follow-up the work plans and day-to-day activities;
- c) Ensure a positive working environment and good team dynamics;
- d) 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;
- g) Coach, train, and mentor the PDD team with the aim of strengthening their technical capacity, exchanging knowledge within the PDD team and providing professional development guidance.

3.2. Internal Coordination and Communication

- a) Facilitate interdepartmental communication and information sharing to the Capital, regional and HQ offices
- b) Ensure regular and clear communication with Acted HQ GMU and finance to keep it updated about latest development, so that GMU can best advise you ahead of a task.

4. External Communication

- a) Oversee the 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) Manage 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.

B. Provide remote support to PD field teams (HQ based – approximately 10% of time)

- a) Remotely support field teams with regards to proposal development, grants management (as per PDM TORs);
- b) Coordinate the development of multi-country or global proposals;
- c) Support the Emergency Director with regards to proposal writing processes and stakeholder mapping for sudden onset emergencies or opening of new missions;
- d) Work on crisis-related communication material in close coordination with the Programme Communication Officer, the Emergency Director and the Communication department.

C. Provide global support to the HQ GM department (HQ based – approx. 20% of time)

- a) Support the HQ GM team by sharing lessons learnt and actively contributing to developing new processes, improving ways of working;
- b) Organize online trainings for field PD teams on Acted processes and donor guidelines;
- c) Contribute to team's workshops or trainings;
- d) Support capitalization efforts at HQ level;
- e) Support GM teams as required in cases of specific needs (HR gaps, leave, sudden onset emergencies);
- f) Any other tasks as requested by the Line manager.

Required qualifications and technical competencies

- Master Level education in a relevant field such as International Relations, Development or Political Science
- Previous experience in the humanitarian field, proposals development, grants management and donor relations are required
- Knowledge of the humanitarian aid system and ability to understand the donor's systems
- External representation skills
- Ability to coordinate and manage a team
- 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
- Previous field experience is required

Conditions

- Net monthly salary: 2700-3000 euros net per month (depending on profile)
- Affiliation to health insurance
- Food allowance on working days
- 50% of Navigo pass taken in charge

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: PDM Flying / HQ**