

Vaccancy Announcement

Position	Program Volunteer	Starting date	ASAP
Location	Bishkek, Dushanbe or Tashkent	Type of contract	Fixed term
Contract duration	6 months (renewable)	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 is committed to the promotion of a 3Zero world of Zero Exclusion, Zero Carbon, and Zero Poverty. Acted has been active in Central Asia (Kyrgyzstan, Tajikistan and Uzbekistan) since the mid-1990s, helping to address the region's main challenges and fostering opportunities for sustainable and inclusive development, especially in rural and remote communities. This includes a special focus on Natural Resource Management (NRM) in the context of climate change as well fostering regional cooperation.

Acted and its sister organisation, IMPACT Initiatives, launched **STREAM**, a regional programme that works with communities and stakeholders in all three countries that share the Fergana Valley (Kyrgyzstan, Tajikistan and Uzbekistan), to improve the sustainable use of water and land resources in riparian communities in the context of climate change. STREAM is guided by the principles of do no harm and conflict and gender sensitivity and follows a participatory and inclusive development approach. With support from multiple donors and drawing on Acted's global flagship approaches (AGORA, GOCA and THRIVE), STREAM is building a strong evidence base to work toward the following overall objective (OO) and specific objectives (SO):

- To contribute to improving the sustainable use of natural water and land resources across all riparian communities (OO1)
- Water efficiency at the local level is improved and competition over resources reduced (SO1)
- Dialogue and cooperation between local authorities and experts at the regional level will be enhanced through mutual trust and transboundary information, platforms and dispute resolution processes (SO2).

In addition, the anticipated results (R) are as follows:

- An in-depth, data driven understanding of resource availability and climate stress is developed and used for regional dialogue (R1)
- Water and other resources' efficiency is improved by empowering civil society and local authorities to lead evidence based NRM processes (R2)
- Dialogue and cooperation at the community and government level is strengthened by improving operating infrastructure and showcasing results (R3)

Acted is looking for committed and highly motivated recent graduates who can contribute to the programme and would like to grow and build a career as a development professional within the organisation.

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 under **Ref: PROGV/CA**