

## Vacancy Announcement

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|--------------------------|--|----------------------------|-----------------|
| <b>Position</b>          | <b>Country Project Development Manager</b> | <b>Starting date</b>       | April 2024      |
| <b>Location</b>          | Amman (Jordan) and Gaziantep (Turkey)      | <b>Type of contract</b>    | Fixed term      |
| <b>Contract duration</b> | 12 months (renewable)                      | <b>Security risk level</b> | Sensitive (2/4) |

## 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

As part of its mission in Turkey, Acted recruits.

## Key roles and responsibilities

Ensures the proper representation of Acted in the country vis-à-vis government authorities, donors, clusters/sectoral working groups, UN agencies and other NGOs. He/she develops and builds the program profile in line with the country, regional and global Acted strategy and ensures the funding of its roll-out. He/she ensures an efficient, progressive, cost-effective and responsible growth of Acted in the country through strategic positioning and the quality implementation of projects. Under the supervision of the Country Director, act as legal representative and to ensure Acted' compliance with Turkish Association Law in Turkey and represent Acted with Turkish Authorities when required.

### 1. Positioning and Fundraising

#### 1.1 Context Analysis

- Analyse the country's socio-economic situation, (donor) trends, needs and gaps;
- Regularly conduct stakeholder analysis, in particular who does what and where (3W)
- Alert the Country Director of gaps and emerging needs in order to trigger assessments in a timely manner;

#### 1.2 Strategy development

Take a lead role in developing and reviewing programme strategies and identifying strategic opportunities for expanding Acted's work in the country, and in particular

- Identify new opportunities and new sectors of intervention;
- Consolidate and stabilize programming;
- Review the geographic and thematic footprint;
- Ensure activities are relevant and meeting country/beneficiary needs;
- Identify Acted added-value;
- Ensure humanitarian principals are adhered to;
- Identify new donors, private sector partners, national and international NGOs, think tanks, academia, etc. to work with based on complementarity and added value;

**Formalize a country strategy in alignment with global/regional strategy.**

#### 1.3 External relations

- 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) 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 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);
- f) 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;
- 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) 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, 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) Oversee 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 MEAL data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from MEAL;
- e) Update monthly the Reporting Follow Up (RFU) and ensure smooth and regular communication with Acted HQ GMU;
- f) 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. External coordination and legal representation**

- a) Follow up with in country FLATS departments on Legal administrative requirements
- b) Review, approve and sign all administrative decisions (legal paper ledger which documents organisational actions for the purpose of accountability)
- c) Oversee preparation and be present during yearly audits
- d) Lead and make decisions in consultation with Country director and Legal team
- e) Represent Acted with Local and National Authorities when required
- f) Review, approve and sign all funds reception and transfers declarations
- g) Ensure constant up to date knowledge and application of evolving legal environment

### **3.2. Staff Management (if any)**

- a) Ensure that staff in the department understands and is able to perform its roles and responsibilities;
- b) Manage 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.

### **3.3. 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.

### **3.4. Filing**

- a) Implement a filing system and ensure the proper filing of contractual project documents both in hard and soft copies;
- a) Together with MEAL, set up a Resource Centre at the office regularly updated with appropriate and relevant external and internal resources.

### **4. External Communication**

- a) Contribute 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.

## **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 donors 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**

- Salary between 3000 and 3200€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300



- Contribution to a housing allowance of up to 75% of Acted benchmark or 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 (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: PDM/TUR**