

Vacancy Announcement

Position	Site Management Working Group Co-Coordinator	Starting date	ASAP
Location	Cairo, Occupied Palestinian Territories (with frequent travels to Gaza)	Type of contract	Fixed term
Contract duration	6 months (renewable)	Security risk level	Very Risky (4/4)

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

In response to the emergency situation in OPT, Acted recruits.

Key roles and responsibilities

The Site Management Working Group Co-Coordinator ensures a coherent and effective response to SM needs that are being addressed by agencies engaging in SM interventions, as required by the activation of the United Nations System. Together with the Site Management Working Group, the Working Group Co-Coordinator will co-chair this initiative by working closely with the Working Group stakeholders (communities, authorities, Working Group institutions and INGOs and UN agencies) to provide an effective, timely and strategic collective response to the current situation.

The Site Management Working Group Co-Coordinator will work impartially, serving the needs of all members of the SM Working Group, and should work closely with UNOCHA, UNRWA, coordination staff from the agency co-lead of the Site Management Working Group, any other members of the SM Working Group, and other country cluster and Working Group Coordinators.

1. Working Group Coordination

- a) Assume overall responsibility for co-leadership of the Working Group;
- b) Work closely with other key members of the Working Group, including UNRWA, OCHA, and all other relevant members;
- c) Secure commitments from humanitarian actors responding to or supporting the SM response;
- d) Support both multi-sector and SM specific needs assessments and utilise existing secondary to inform sector response planning;
- e) Identify gaps in the sector's current coverage and advocate to address these gaps amongst humanitarian actors on behalf the affected population;
- f) Lead updating of the Working Group work plan, and co-coordinate the harmonisation of response activities, ensuring that activities prevent overlap and duplication and thus maximize resources;
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- k) Identify gaps in the sector's current coverage and advocate to address these gaps amongst humanitarian actors on behalf the affected population;
- l) Lead updating of the Working Group work plan, and co-ordinate the harmonisation of response activities, ensuring that activities prevent overlap and duplication and thus maximize resources;
- m) Ensure that inter-agency response strategy for SM reflects key findings from needs assessments, identifying gaps, and formulating a sector-wide interagency response plan, taking into account the cross-cutting areas from other sectors, clusters or Working Groups.
- n) Ensure that information is shared amongst Working Group members, and that information from other sectors, clusters and Working Groups is made available to Working Group members in order to improve planning, integration and implementation;
- o) Ensure clear and effective communication occurs between the field and the national Working Group;
- p) Contribute to regular OCHA sitreps, and take an active part in OCHA co-ordination meetings;
- q) Ensure, along with other relevant stakeholders, representation of the Working Group in all relevant external meetings and collect/share information as relevant;
- r) Ensure SM is explicitly included and prioritized in all multi-sector assessments and reports, including OCHA Sitreps;
- s) Track and monitor Working Group member fundraising for SM specific interventions, and ensure that members are aware of funding opportunities;
- t) If the country response has access to Humanitarian Pooled Funds, work with members to identify key Working Group priorities, assess submitted projects in regards to these priorities, their cost effectiveness, and the needs of the affected population. Recommend the most effective projects for funding to the Humanitarian/Resident Coordinator regardless of submitting agency;
- u) Participate actively with the Working Group Lead Agency to global humanitarian planning activities such as Humanitarian Needs Overviews (HNOs) and Humanitarian Response Plan (HRPs);
- v) Form and chair any related Technical Working Groups that are requested by the Working Group members;
- w) Consult and identify how the SMC Working Group should facilitate the move towards early recovery and plan an exit strategy for SMC;
- x) Ensure that NGO perspectives and the consensus view of NGO Working Group members is represented within the Humanitarian Country Team and associated documents produced.

2. Capacity Building

- a) Carry out capacity mapping of all current and potential SM actors – national and international humanitarian organizations as well as national institutions and the private sector ;
- b) Promote and support training of humanitarian personnel and capacity building of humanitarian partners, based on the mapping and understanding of available capacity;
- c) Identify learning and training opportunities for SM Working Group members and work in increase capacity in preparedness and response within the SM sector
- d) Ensure that Working Group participants are aware of relevant policy guidelines, technical standards and relevant commitments that the Government/concerned authorities have undertaken under international human rights law;
- e) Promote Protection main-streaming and regard for Do-No-Harm principles into the



- At least 4 years of experience in project implementation on the field, in an international context;
- At least 2 years of experience in related activities;
- Being a strong team player;
- Familiarity with the aid system, and ability to understand donor and governmental requirement;
- Excellent communication and drafting skills;
- Ability to coordinate and manage staff and project activities;
- Ability to organize and plan effectively;
- Ability to work with culturally diverse groups of people;
- Fluent English skills required;
- Knowledge of local languages or regional experience is an asset.

Conditions

- Salary between 3050 and 3250€ 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: SMT CC/OPT**