

## Vacancy Announcement

<b>Position</b>	<b>Shelter Technical Coordinator</b>	<b>Starting date</b>	Early April 2024
<b>Location</b>	Kyiv, Ukraine	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	12 months (renewable)	<b>Security risk level</b>	Risky (3/4)

## 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 started its operations in Eastern Ukraine in 2015 to provide support to vulnerable people affected by the conflict that began in 2014. In 2022, as refugees are fleeing clashes across Ukraine triggered by military operations, Acted is now extending its activities to deliver critical assistance to displaced persons in the main hosting regions and to support self-help and local organizations groups that have spontaneously formed. As the number of civilian casualties continues to grow and damage to critical infrastructure increases, Acted is scaling-up its humanitarian assistance to help ensure those in transit, internally displaced or remaining in hotspots receive the basic support they need, including cash assistance, water, food and hot meals, blankets, hygiene supplies and access to mobile heating points. Finally, Acted is also taking part in the ongoing efforts to provide humanitarian assistance to refugees in the neighboring countries of Poland, Romania and Moldavia where 3 humanitarian response teams have been deployed.

## Key roles and responsibilities

The Technical Coordinator Shelter is responsible for the provision of coordination and support as well as strategic planning and technical guidance on activities within the area of Shelter. He/She plays a leading role in providing technical inputs to the Shelter strategy and project development at the local and national level. Moreover, he/she supports the Project Teams in the planning, design, implementation, supervision, and potential expansion/development and administration of technical Shelter interventions.

### 1. External Positioning

#### 1.1. External Relations

- a) Act as key Acted representative on Shelter in Ukraine
- b) Ensure external representation of Acted in Shelter sector, vis-à-vis country and local authorities, other project stakeholders, donors and partners
- c) Participate in and report (internally) on Shelter technical and sectoral meetings, clusters and working groups involving all relevant stakeholders such as donors, NGOs, UN Agencies, inter-governmental institutions
- d) Ensure effective coordination and collaboration with key stakeholders and partners, i.e. NGOs, civil society organizations, community groups, and government counterparts who are working on Shelter
- e) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.

#### 1.2. Project Development

- a) Collect and analyse primary and secondary data related to the Shelter sector in Ukraine
- b) Analyse the activities in the Shelter sector and relevant stakeholders

- c) Identify the needs of the most vulnerable populations through regular visits and literature review, and through the design and implementation of relevant needs assessments in close collaboration with MEALU
- d) Lead Shelter project conceptualization workshops
- e) Provide technical inputs into proposal design and ensure new or adapted projects for the Shelter sector focus on maximizing efficiencies, impact and integrated approaches

## **2. Internal Shelter Technical Support and Coordination**

### **2.1. Coordination**

- a) Support the development and maintenance of a coherent Shelter strategy across Acted's areas of intervention in Ukraine
- b) Promote harmonization of approaches and methodologies across the different Shelter projects by developing and monitoring use of common tools, as well as creating opportunities for experience sharing and learning
- c) Brief Project Managers about main Shelter issues, and updating them on a regular basis.
- d) Organize internal Shelter meetings on a monthly basis.

### **2.2. Technical Leadership**

- a) Define Shelter project implementation modalities and methodologies (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution, and sensitization)
- b) Lead the development of all technical tools related to [sector] projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);
- c) Analyze the appropriateness, adequacy and potential impact of all interventions in the Shelter sector based on known contexts and needs
- d) Provide technical support to the Project Managers and other Shelter staff to implement the Acted Shelter projects to a high quality standard;
- e) Liaise with Shelter technical staff on a regular basis to ensure technical assistance is provided to projects when needed
- f) Disseminate tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences.

### **2.3. Staff Capacity Building**

- a) Participate in the recruitment and training of Shelter sector staff members
- b) In coordination with Project Managers identify individual training needs and ensure access to training and professional development opportunities appropriate to the skill gaps and needs
- c) Provide training to projects teams on Acted activities and Shelter sector best practices
- d) Develop training material for different trainings to share within the Shelter project teams
- e) Develop capacity-building programs for local actors (including partner NGOs and relevant local services providers) on Shelter

## **Required qualifications and technical competencies**

- Degree in relevant field of expertise;
- At least 5 years of experience in project implementation on the field, preferably in an international context;
- 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;
- Proven ability to work creatively and independently both in the field and in the office;
- Ability to organize and plan effectively;
- Ability to work with culturally diverse groups of people;
- Ability to travel and work in difficult conditions and under pressure;

- Fluent English skills required;
- Knowledge of local language and/or regional experience is an asset

### 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
- 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](mailto:jobs@acted.org) under **Ref: TC Shelter/UKR**