

## Vaccancy Announcement

<b>Position</b>	<b>INGO Forum Coordinator</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Chisinau, Moldova	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	12 months (renewable)	<b>Security risk level</b>	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

As of February 24<sup>th</sup> 2022, Acted deployed an emergency team in Moldova to support people who were affected by the conflict in Ukraine and had to cross the border.

Since Acted Moldova has developed to support all the most vulnerable and marginalized population of the country refugees, stateless and Moldovan.

As UNHCR main implementing partner Acted is still in charge of transportation from the borders to several destinations in Moldova. Organize site management support activities including infrastructure, distribution, coordination and information management in all Moldovas RACs. Deploy a team of case workers around the country to ensure proper case management is delivered and the most vulnerable individuals are supported. Implements Cash for Rent assistance to support refugee in mid-long terms accommodation and support the government and the UN exit strategy.

To anticipate and support Moldova as a whole Acted started implementing in 2023 Disaster Risk Reduction programming targeting Moldovan CSO and private sector in order to improve the country self resilience.

In addition and seeing the dire needs in Moldova Acted is developing 5 main pillars of activities which will cover both Moldovan and refugee:

- Infrastructure and shelter
- Protection and Civil Society
- Disaster Risk Reduction
- Waste and Ressource Management
- Socio – Economical development of rural areas

## Key roles and responsibilities

The NGO Forum Coordinator is a senior management position and is responsible for overall leadership, strategic direction, and facilitation of coordination between members of the MHIF, the elected Steering Committee, and external stakeholders. The coordination entails ensuring effective information exchange, representation and advocacy on common positions and agreed interests of the MHIF as well as the wider NGO community. The Coordinator is responsible for the general management of the MHIF Secretariat and its staff and acts as an NGO focal point towards the community of aid actors in Moldova including the UN and donors as well as the national and local authorities. S/he is further responsible for the outreach to national NGOs and CSOs and the development and implementation of the MHIF strategy towards the relationship with and capacity building of those local actors in Moldova.

### Duties and responsibilities :

- Lead on the MHIF strategic planning while ensuring an inclusive approach to all members' inputs. Facilitate Steering Committee discussions around the MHIF strategy.
- Lead on communication and advocacy efforts of the MHIF. Support development and revisions of the strategic advocacy approach.
- Represent the MHIF and liaison with donors to support advocacy efforts of the MHIF.
- Regularly assess coordination/communication gaps and priorities, gather lessons learned and feedback from members regarding MHIF's coordination modality, and recommend the most effective ways of coordination. Advise the Steering Committee on matters regarding the structure of the MHIF and its Statutes (ToR). Ensure revision and adaptation of the ToR where necessary.
- Support principled partnerships, localization and efforts to strengthen the capacity of the national/local partners and civil society.
- Reduce duplication of efforts within the aid community and enhance linkages and structured interaction with relevant coordination fora.
- Represent the best interests of the MHIF and its members externally. Attend and represent at national coordination meetings. Ensure consultation with and feedback to members.
- Foster liaison with other NGO coordination fora in the region and globally to enhance more effective coordination practices.
- Provide advisory services to organizations, donor agencies, academic institutions as appropriate.
- Oversee or commission background research, policy analysis, and consultations to draft common NGO messages and talking points, position and policy papers, and other advocacy documents.
- Keep informed with national and regional political/economic and safety context.

### **Facilitation of Coordination and information sharing**

- Provide appropriate and efficient coordination between aid organizations. Encourage the MHIF members to work collectively, towards complementarity, coherence and harmonization of assistance delivery.
- Set up agendas, convene and facilitate regular coordination meetings and ensure that they are well-managed, action and results-oriented and documented, with decisions/action points clearly communicated to members. Organize ad-hoc MHIF meetings on specific topics. Invite guest speakers if relevant to deepen discussions.
- Set up agendas, convene, take notes of the Steering Committee meetings. Report to and inform the Steering Committee about his/her activities, outcomes, etc.
- Strengthen efforts towards information sharing with the national Response Coordination System.
- Disseminate relevant materials, reports, documentations, available opportunities, meeting minutes etc. within MHIF membership. Ensure all the partners are informed about field level and relevant regional level coordination meetings and events.
- Promote and support training of humanitarian personnel and capacity development of partners,
- Produce and disseminate feedback to MHIF members following attendance to any required meeting, including on formal coordination bodies and bilateral meetings.
- Where relevant, support coordinated contingency planning among NGOs.

### **Secretariat Management**

#### **Financial Management and Project Management**

- Oversee budget management (strategic budget preparations, review, reporting). Serve as budget holder for all NGO Network grants in liaison with the Host Agency.
- Ensure implementation of agreed activities of the MHIF according to a work plan. Where modifications are necessary, discuss, and seek approval of the Steering Committee and the Host Agency (if grant related).
- Prepare narrative and provide inputs to financial donor reporting.
- Develop donor proposals in cooperation with the MHIF Steering Committee and the Host Agency.
- Secure funds for the MHIF Secretariat together with the Steering Committee and the Host Agency.

- Manage in-country relations with donors who provide funding for the MHIF, in collaboration with the Steering Committee.
- Ensure compliance with all donor and MHIF guiding rules.

#### **Membership management**

- Oversee information sharing in an inclusive and transparent way with all members.
- Manage and review new membership applications according to set criteria.
- Provide inductions to new members or its new staff to the MHIF, including context sensitivities and confidentiality aspects.
- Ensure that the MHIF Secretariat regularly updates and maintains contact lists and stores data in a safe way.
- Facilitate a transparent election process for MHIF representatives to its Steering Committee.

#### **HR management of Secretariat staff**

- Provide leadership and management to MHIF Secretariat staff (currently envisioned one national position). Guide and support Secretariat staff duties related to safe information sharing management and effective civil society engagement.
- Manage work planning and performance reviews of Secretariat staff.
- Provide an environment of teamwork, staff empowerment and inclusion. Ensure that all staff have the tools and support to maximize their potential and contribute to the achievement of the organizational strategic objectives.
- Identify staffing needs, develop, or where required revise job descriptions, and support staff recruitment in consultation with the Steering Committee where necessary.
- Any further activities assigned by the Steering Committee.

### **Required qualifications and technical competencies**

- Master's degree in humanitarian affairs, development studies, public policy, international relations, economics, social science, political science, and international law or related field (or equivalent professional experience.)
- Minimum 5 years of experience in humanitarian response with at least 2 years in country program senior management and/or proven previous experience in a coordination role.
- Strong leadership skills and experience in bringing a variety of organizations to a common position/understanding.
- Experience in representation with multi-agency and/or humanitarian coordination. Experience in representation towards diplomatic communities, donors, national civil society, and UN agencies.
- Knowledge and understanding of the UN system, humanitarian coordination architecture, and humanitarian principles.
- Excellent strategic and analytical skills, including ability to synthesize and effectively communicate complex issues.
- Strong inter-personal skills, ability to build trustworthy and positive relationships.
- Management skills including staff and project management.
- Experience of chairing/facilitating meetings.
- Experience of partnership work, especially working with community-based organizations.
- Previous experience working on capacity development initiatives is preferred.
- Ability to work productively in a high-pressure environment and to maintain visibly high levels of morale in difficult circumstances.
- Previous experience in the region is an asset.



- Fluency in spoken and written English is required. Good command of Russian or Romanian is an asset.

### Conditions

- Salary between 2925 and 4400€ 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: INGO Forum Coordinator/MDA**