

Vacancy Announcement

Position	Project Development Volunteer	Starting date	May/June 2024
Location	Nairobi, Kenya	Type of contract	Fixed term
Contract duration	6 months (renewable)	Security risk level	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

Acted has been present in Kenya since 2006 with a coordination office in Nairobi. The teams in Kenya are implementing projects to meet the needs of populations regularly affected by drought. Local communities are supported with improved access to food, protection of livelihoods and increased access to basic services such as sanitation, clean water. The NGO also works with local governments and community peace committees to promote social cohesion and integration.

Key roles and responsibilities

The Project Development Volunteer (PDV) ensures proper grant management by developing qualitative project progress reports in compliance with donors' rules. The PDV facilitates smooth internal communication and coordination with relevant departments and contributes to Acted external communication strategy. The PDV contributes to fundraising efforts by participating in the development of project proposals in line with Acted's global and in-country programme strategy.

1. Grant Management

1.1 Contract follow-up

- Communicate contractual obligations in particular with regards to reporting deadlines to Programme, MEAL Unit and FLATS (Finance Logistics Administration Transparency Security) team;
- 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.

1.2. Reporting

- Participate in and take minutes of kick-off and close out meetings for each project
- Write 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;
- Work in close relation with MEALU 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 MEALU;
- Liaise with FLATS teams when preparing reports, especially with finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
- Contribute to the monthly update of the Reporting Follow Up (RFU) and ensure smooth and regular communication with Acted HQ GMU.

- Address ad hoc requests from donors in liaison with the CD, Programme and support teams.

1.3 Partner Follow-up

- Ensure partners report to Acted in a timely and qualitative manner as per the requirements of the grant agreement.

2. Internal Coordination

2.1. Internal Coordination and Communication

- Facilitate interdepartmental communication and information sharing from the Base to the Area, Capital, and even up to the regional and HQ offices by taking minutes of the various Acted coordination meetings
- Send meeting minutes in a timely manner to HQ;
- Inform Acted HQ GMU and finance of latest developments, opportunities, and challenges so that GMU can best advise on the way forward.

2.2. Filing

- File properly contractual project documents both in hard and soft copies;
- Update regularly the Resource Centre at the office with appropriate and relevant external and internal resources.

3. External Communication

- Contribute to Acted 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;

4. Fundraising

4.1 External relations

- Update regularly a directory of donors, international and local NGOs, other partners and stakeholders;
- Contribute when required to the reporting to national and local authorities as required by Acted registration/legal status in country;
- In the absence of Technical Coordinators, participate in key clusters and/or working group meetings;

4.2 Contribution to proposal development

- Contribute when required to 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;
- Liaise with Area Coordinators, Project Managers and Technical Coordinators to ensure
- Incorporate learning from previous interventions (e.g. lessons learnt and best practices) into new proposals;

4.3 Contracting

- Contribute to addressing in a timely manner all comments by donors on proposals in liaison with relevant staff in country and Acted HQ GMU and finance

Required qualifications and technical competencies

- Master Level education in a relevant field such as International Relations, Development or Political Science;
- Previous related work experience, with knowledge of proposal writing and reporting;
- Familiarity with the project cycle;
- Excellent writing and communication skills;
- Ability to work efficiently under pressure and to manage multiple tasks;



- Good team spirit and ability to work with diverse profiles.

Conditions

Status: volunteer

- 300USD per month as living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical and repatriation 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: PDV/KEN**