

## Vacancy Announcement

<b>Position</b>	<b>Project Manager</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Gaza, Occupied Palestinian Territories	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 months (renewable)	<b>Security risk level</b>	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 Project Manager, under operational guidance of the Area Coordinator and technical guidance of the Technical Program Coordinator, is responsible for ensuring proper implementation of Acted's project. The Project Manager oversees field operations and ensures effective and timely completion of activities, delivery of quality outputs and achievement of outcomes with maximum impact for beneficiaries. The Project Manager supervises the project staff in day to day management of all aspects of the project and liaises with relevant internal departments and external partners and project stakeholders.

### 1. Project Planning

- a) Develop overall project implementation strategy, systems, approaches, tools, and materials
- b) Organize project kick-off and close-out meetings
- c) Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

### 2. Project Implementation Follow-up

- a) Oversee and manage the implementation of the project ensuring that technical quality and standards are considered and respected during project(s) implementation
- b) Organize regular project coordination meetings with project team
- c) Ensure budget utilization and physical target achievements are reviewed at least once a month as per work plan
- d) Ensure project implementation is on time, target and budget, using effective MEAL systems to reach desired impacts
- e) Ensure that the project is implemented in accordance with relevant Acted technical guidelines and standards
- f) Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation
- g) Regular update the work plan, output tracker, PMF and other documents relevant for effective project management

### 3. Administration and Operational Management of Project Implementation

#### 3.1. Finance

- a) Review the BFU(s) and provide accurate forecasts with BOQs
- b) Forecast monthly cash requirements of the project and submit to AC

### **3.2. Logistics**

- a) Contribute to the development of Procurement plans
- b) Send accurate and precise order forms in a timely manner
- c) Contribute to quality checks and procurement committees to finalise suppliers' selection according to applicable scenario
- d) Confirm quality of material selection if and when applicable
- e) Ensure a proper management and use of the project assets and stocks
- f) Plan team movements based on available fleet and applicable policies

### **3.3. Administration/HR**

- a) Participate in the recruitment of technical staff (development of organigrams, ToRs, elaborating the tests and reviewing them; interviews etc)
- b) Ensure that project staff understand and are able to perform their roles and responsibilities
- a) Follow-up the work plans and day-to-day activities of the project staff
- b) Manage the project staff in cooperation with Area Coordinators
- c) Ensure a positive working environment and good team dynamics
- d) Undertake regular appraisals of staff and follow career management
- e) Manage interpersonal conflicts
- c) Ensure capacity building among staff in relevant sectors

### **3.4. Transparency**

- a) Ensure project records and documents (Flat files, beneficiary list, donation certificates, attendance sheets etc) are adequately prepared, compiled and filed according to Acted procedures
- b) Ensure staff awareness of, and respect of, Acted's code of conduct and FLATS procedures

### **3.5. Security**

- a) Ensure that each member of the project team is aware of security issues, policies, SOPs and they follow them accordingly
- c) In cooperation with the relevant Security Officer, monitor the local security situation and inform the Country Director or Area Coordinator and Country or Area Security Officer of developments through regular written reports;
- d) Contribute to the updating of the security guidelines in the project area of intervention;

## **4. External Relations**

- a) Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
- b) Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- c) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- d) Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication
- e) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others

## **5. Quality Control**

- a) Assess the activities undertaken and ensure efficient use of resources;
- b) Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of project activities

- c) Ensure lessons learned are documented, shared and reflected in project planning and decision making
- d) Advise on, and assist with, project reviews conducted by MEAL Unit;
- e) Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development
- f) Identify and analyse gaps, Acted's added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to the N+1

#### 6. Reporting

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members
- b) Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.
- c) Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided

### Required qualifications and technical competencies

- Experience related to the type of project required, in an emergency and/or development context
- Experience of working with institutional donors is a plus
- Experience in budget management
- Ability to coordinate and manage a team
- Ability to work independently and creatively in the field and in the capital
- Excellent oral and written communication skills
- Strong ability to work in an intercultural context
- Ability to work under pressure

### Conditions

- Salary between 3150 and 3350€ 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
- Rest & Recuperation (R&R) every 2 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: PM/OPT**