

Vacancy Announcement

Position	Emergency Technical Coordinator	Starting date	August 2024
Location	Kabul, Afghanistan	Type of contract	Fixed term
Contract duration	12 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 Afghanistan, Acted's strategy combines emergency aid and development programming aiming at providing holistic assistance and at addressing the various challenges faced by the country, with the overall goal of alleviating poverty and building resilience. For 23 years, Acted has remained committed to supporting Afghans through diverse programming such as good governance, building the capacity of civil society, rural development, and emergency humanitarian response. Acted continues to strengthen stock piling, contingency planning and preparedness, in order to provide timely assistance for those affected by natural or man-made disasters.

Providing emergency and recovery assistance for communities hit by conflict and natural disasters.

Natural disasters affect approximately 250,000 Afghans each year. In addition, the past years have seen an influx in military operations and offensives led by armed opposition groups, resulting in the displacement of 197,000 individuals in 2015. Acted responds to emergency needs by providing conflict and natural disasters-affected populations with emergency assistance in the forms of food and non-food items, vouchers or cash distribution. Acted's interventions also aimed at supporting recovery, through participatory approaches to building back shelters and water infrastructure damaged by natural disasters, as well as disaster risk reduction through training.

Supporting the development of economic, education and livelihood opportunities for marginalized populations

To support marginalized groups such as farmers, youth, and women, Acted works with cooperatives and farmers to enhance governance, production, access to agricultural inputs and training in order to support the development of sustainable livelihood opportunities in rural areas. Vocational training, literacy classes, and support to small business development are also provided to hundreds of women and youth, and Self Help Groups every year, providing over women with safe and supportive space to develop business activities. Acted is supporting education through the construction of Youth Development Centres, and formal and informal education opportunities to approximately 14,000 girls.

Investing in governance and local civil society to improve service delivery and inclusive development.

Acted vision for development is of an inclusive, vibrant civil society, and accountable government. Focus in Afghanistan is placed on empowering youth and women, through providing training on human rights, promoting volunteerism, facilitating sports and cultural events and the creation of grass-root organisations such as youth councils, aligned with government strategies and development plans. Acted is a major facilitating partner of the National Solidarity Program, the flagship program of Afghanistan, that supports governance at the village level, and has established and empowered close to 3,000 Community Development Councils across the country. Acted also works closely with local civil society organisations, building their capacity and developing joint projects to reach vulnerable communities.

In 2019, Acted Afghanistan developed further its programming to respond to both emergency and development needs across the country.

Key roles and responsibilities

The Emergency Technical Coordinator is responsible for the provision of coordination and support as well as strategic planning and technical guidance on activities within the area of Emergency. He/She plays a leading role in providing technical inputs to the Emergency 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 emergency interventions.

1. External Positioning

1.1. External Relations

- a) Act as key Acted representative on Emergency in Afghanistan
- b) Ensure external representation of Acted in Emergency sector, vis-à-vis country and local authorities, other project stakeholders, donors and partners
- c) Participate in and report (internally) on Emergency 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 Emergency
- 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 Emergency sector in Afghanistan
- b) Analyse the activities in the Emergency 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 Emergency project conceptualization workshops
- e) Provide technical inputs into proposal design and ensure new or adapted projects for the Emergency sector focus on maximizing efficiencies, impact and integrated approaches

2. Internal [Sector] Technical Support and Coordination

2.1. Coordination

- a) Support the development and maintenance of a coherent Emergency strategy across Acted's areas of intervention in Afghanistan
- b) Promote harmonization of approaches and methodologies across the different Emergency 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 Emergency issues, and updating them on a regular basis.
- d) Organize internal Emergency meetings on a monthly basis.

2.2. Technical Leadership

- a) Define Emergency 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 Emergency projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);
- c) Analyze the appropriateness, adequacy and potential impact of all interventions in the Emergency sector based on known contexts and needs
- d) Provide technical support to the Project Managers and other Emergency staff to implement the Acted Emergency projects to a high quality standard;

- e) Liaise with Emergency 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 Emergency 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 Emergency best practices
- d) Develop training material for different trainings to share within the Emergency project teams
- e) Develop capacity-building programs for local actors (including partner NGOs and relevant local services providers) on Emergency

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 3300 and 3500€ 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 under **Ref: TC Emergency /AFG**