

## Vacancy Announcement

<b>Position</b>	<b>Disaster Risk Reducation Technical 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 Moldova 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 refugees 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 Technical Coordinator DRR is responsible for the provision of coordination and support as well as strategic planning and technical guidance on activities within the area of DRR. He/She plays a leading role in providing technical inputs to the DRR 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 DRR interventions.

### 1. External Positioning

#### 1.1. External Relations

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

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

### **2.1. Coordination**

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

### **2.2. Technical Leadership**

- a) Define DRR 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 DRR projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);
- c) Analyze the appropriateness, adequacy and potential impact of all interventions in the DRR sector based on known contexts and needs
- d) Provide technical support to the Project Managers and other DRR staff to implement the Acted DRR projects to a high quality standard;
- e) Liaise with DRR 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 DRR 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 DRR best practices
- d) Develop training material for different trainings to share within the DRR project teams

- e) Develop capacity-building programs for local actors (including partner NGOs and relevant local services providers) on DRR

### 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 2350 and 2550€ 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 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: TC DRR/MDA**