

Vacancy Announcement

Position	WASH and Shelter Technical Coordinator	Starting date	ASAP
Location	Kyiv, Ukraine	Type of contract	Fixed term
Contract duration	12 months (renewable)	Security risk level	Risky (3/4)

About Acted

For the past 30 years, Acted has been working at the forefront of humanitarian action to save lives. Acted supports more than 27 million people in 43 countries, meeting their needs in hard-to-reach areas, while pursuing a triple mandate as a humanitarian, environmental, and development actor. Acted relies on a deep understanding of local contexts to develop and implement long-term actions, in collaboration with a wide range of local and international partners, to collectively build a 3ZERO world: Zero Exclusion, Zero Carbon and Zero Poverty.

Position's context and key challenges

Acted started its operations in Eastern Ukraine in 2015 to provide support to vulnerable people affected by the conflict that began in 2014. In 2022, as refugees are fleeing clashes across Ukraine triggered by military operations, Acted is now extending its activities to deliver critical assistance to displaced persons in the main hosting regions and to support self-help and local organizations groups that have spontaneously formed. As the number of civilian casualties continues to grow and damage to critical infrastructure increases, Acted is scaling-up its humanitarian assistance to help ensure those in transit, internally displaced or remaining in hotspots receive the basic support they need, including cash assistance, water, food and hot meals, blankets, hygiene supplies and access to mobile heating points. Finally, Acted is also taking part in the ongoing efforts to provide humanitarian assistance to refugees in the neighboring countries of Poland, Romania and Moldavia where 3 humanitarian response teams have been deployed.

Key roles and responsibilities

The WASH and Shelter 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 Shelter and WASH. He/She plays a leading role in providing technical inputs to the WASH and Shelter 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 WASH and Shelter interventions.

1. External Positioning

a. External Relations

- Act as a key Acted representative on WASH and Shelter in Ukraine
- Ensure external representation of Acted in WASH and Shelter, vis-à-vis country and local authorities, other project stakeholders, donors and partners
- Participate in and report (internally) on WASH and Shelter technical and sectoral meetings, clusters and working groups involving all relevant stakeholders such as donors, NGOs, UN Agencies, inter-governmental institutions
- 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 WASH and Shelter
- Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.

b. Project Development

- Collect and analyse primary and secondary data related to the WASH and Shelter in Ukraine;
- Analyse the activities in the WASH and Shelter sectors and relevant stakeholders
- 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 MEAL
- Lead WASH and Shelter project conceptualization workshops
- Provide technical inputs into proposal design and ensure new or adapted projects for the WASH and Shelter sector focus on maximizing efficiencies, impact and integrated approaches

2. Internal WASH and Shelter Technical Support and Coordination

a. Coordination

- Support the development and maintenance of a coherent WASH and Shelter strategy across Acted's areas of intervention in Ukraine and across different departments
- Promote harmonization of approaches and methodologies across the different WASH and Shelter projects by developing and monitoring use of common tools, as well as creating opportunities for experience sharing and learning
- Organize internal WASH and Shelter programme meetings on a monthly basis to identify potential new innovative modalities of intervention.

b. Technical Leadership

- Define WASH and Shelter project implementation modalities and methodologies
- Lead the development of all technical tools related to WASH and Shelter projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);
- Analyse the appropriateness, adequacy and potential impact of all interventions in the WASH and Shelter sector based on known contexts and needs
- Provide technical support to the Project Managers and other WASH and Shelter staff to implement the Acted WASH and Shelter projects to a high quality standard;
- Liaise with WASH and Shelter technical staff on a regular basis to ensure technical assistance is provided to projects when needed
- Disseminate tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences.

c. Staff Capacity Building

- Participate in the recruitment and training of WASH and Shelter sector staff members
- 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
- Provide training to projects teams on Acted activities and WASH and Shelter best practices
- Develop training material for different trainings to share within the WASH and Shelter project teams
- Develop capacity-building programmes for local actors (including partner NGOs and relevant local services providers) on WASH and Shelter

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 3000 and 3200€ 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
- R&R every 3 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 WASH & Shelter/UKR**