

Vacancy Announcement

Position	DRR 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

Since the beginning of the conflict in 2015 and following the invasion by the Russian Federation in 2022, Ukraine has seen relentless military violence directly affecting over 12.7 million people in 2024, especially in areas close to the frontline. With over 500 staff and 13 offices along frontline areas, Acted has been a leading humanitarian actor in the country since 2015. In a challenging security environment, it is committed to providing emergency assistance, such as cash assistance, Shelter and WASH repairs, in-kind support, as well as early recovery support, including economic recovery support, support to local development and infrastructure reconstruction.

Key roles and responsibilities

The DRR 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 Disaster Risk Reduction. 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.

Duties and Responsibilities

1. External Positioning

- a. External Relations
 - i. Act as a key Acted representative on DRR in Ukraine
 - ii. Ensure external representation of Acted in DRR, vis-à-vis country and local authorities, State Emergency Services (SESU) other project stakeholders, donors and partners
 - iii. Participate in and report (internally) on DRR technical and sectoral meetings, including project consortium meetings.
 - iv. 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
 - v. 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
 - i. Collect and analyse primary and secondary data related to the DRR in Ukraine
 - ii. Conduct analysis of state legislation related to DRR.
 - iii. Analyse the activities in the DRR sectors and relevant stakeholders

- iv. 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
- v. Lead DRR project conceptualization workshops
- vi. 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

- a. Coordination
 - i. Support the development and maintenance of a coherent DRR strategy across Acted's areas of intervention in Ukraine and across different departments
 - ii. 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
 - iii. Organize internal DRR programme meetings on a monthly basis to identify potential new innovative modalities of intervention.
- b. Technical Leadership
 - i. Define DRR project implementation modalities and methodologies
 - ii. Lead the development of all technical tools related to DRR projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);
 - iii. Analyse the appropriateness, adequacy and potential impact of all interventions in the DRR sector based on known contexts and needs
 - iv. Provide technical support to the Project Managers and other DRR staff to implement the Acted DRR projects to a high quality standard;
 - v. Liaise with DRR technical staff on a regular basis to ensure technical assistance is provided to projects when needed
 - vi. Disseminate tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences.
- c. Staff Capacity Building
 - i. Participate in the recruitment and training of DRR sector staff members
 - ii. 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
 - iii. Provide training to projects teams on Acted activities and DRR best practices
 - iv. Develop training material for different trainings to share within the DRR project teams
 - v. Develop capacity-building programmes 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 2650 and 2850€ 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 DRR/UKR**