

Vacancy Announcement

Position	Area Coordinator	Starting date	ASAP
Location	Various locations	Type of contract	Fixed term
Contract duration	6 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.

Key roles and responsibilities

The Area Coordinator is responsible for representing Acted's interests in various locations with local authorities, donors, beneficiary communities and other key stakeholders. The Area Coordinator is member of the senior management team and works to ensure program quality and operational implementation, as well as growth where appropriate and feasible, and strong representation. The Area Coordinator directly supervises Project Managers ensuring that projects and programs address beneficiary needs and are implemented according to Acted's global strategy, donor guidelines, approved work plans and budgets. The Area Coordinator also oversees day-to-day operations and security in the respective area.

1. Positioning

1.1 Context analysis: Ensure Acted has an up-to-date understanding of the area's socio-economic situation, trends, needs and gaps, and who does what and where (3W)

1.2 Strategy Implementation: Take a lead role in implementing Acted's country program strategy in the area identifying strategic opportunities for expanding Acted's work in the area, and in particular

- Identify new opportunities and new sectors of intervention;
- Consolidate and stabilize programming;
- Review the geographic and thematic footprint;
- Ensure activities are relevant and meeting area/beneficiary needs;
- Identify Acted added-value;
- Ensure humanitarian principles are adhered to;
- Contribute to identifying new donors, private sector partners, national and international NGOs, think tanks, academia, etc. to work with in the area based on complementarity and added value;

1.3. Networking, positioning and general representation:

- Participate in donor meetings at area level and communicate relevant information to the Country Director and other relevant staff;
- Establish, maintain and improve active and regular working relationships with other NGOs, UN agencies, clusters, working groups, consortia, etc. at area level ensuring maximum visibility of Acted
- Establish, maintain, and improve active and regular working relationships with local authorities and where necessary non-state actors and obtain required authorizations and buy-in for Acted's activities at area level
- Ensure Acted is represented in key clusters, working groups, NGO coordination bodies, etc. at area level

1.4. Proposal development

- a) Lead assessment(s) at area level to ensure proposals are relevant
- b) Support the Country Director and Project Development Department in proposal conceptualisation (problem statement, logframe) within the framework of the country, regional and global strategy
- c) Contribute to budget design ensure budget needs at area level have been taken into consideration

1.5. Advocacy: Contribute to drafting issues papers, advocacy notes, press releases on relevant humanitarian and development issues in the area of operation

1.6. Promotion of Acted network: Keep abreast with and contribute to Acted's global initiatives and global trends, in particular Impact (REACH, Agora), Convergences and Oxus

2. Management and Internal Coordination

2.1. Staff Management

- a) Ensure that all staff in the area understand and are able to perform their roles and responsibilities related to area operations and link with the capital Head of Departments
- b) Promote team building, productivity and staff welfare
- c) Mentor and support the team to build capacities, and improve efficiency and performance, and follow career management
- d) Manage interpersonal conflicts among staff at area level

2.2. Internal Coordination

- a) Facilitate interdepartmental communication and information sharing for a positive working environment
- b) Ensure implementation of Acted coordination mechanism at area level (WAM, MAR, FLAT meeting, etc.)

3. Project Implementation Follow-up

3.1. Project Implementation Tracking

- a) Supervise Project Managers in the area and provide support to project implementation through trouble shooting and eliminating blocking points
- b) Monitor output achievement, cash burn rates and ensure a time completion of projects through review of PMFs, BFUs and project reports
- c) Ensure that relevant project information are up-to-date and available for reporting purposes
- d) Ensure coordination and complementarity amongst projects within the area of intervention

3.2. Project Quality Control

- a) Ensure the application of a practical field-based M&E system/plan for each project
- b) Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources
- c) Advise Project Managers to adapt projects according to monitoring and evaluation findings
- d) Ensure beneficiary feedback mechanisms are in place
- e) Ensure capitalisation of best practices and lessons learnt for projects in the area of operations.

3.3. Partner Management

- a) Identify potential local partners in the area based on an assessment of complementarity and added value
- b) Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with Acted and donor requirements

4. FLATS Management

4.1. Finance Management

- a) Control project budgets at area level to avoid under/overspending
- b) Ensure accurate budget forecasting and efficient cash flow management

- c) Ensure timely and accurate area finance TITANIC reporting

4.2. Logistics & IT Management

- a) Ensure timely procurement and adherence to rules of origin and nationality at area level
- b) Ensure quality supply management at area level
- c) Ensure proper asset management at area level and enforce asset investment policy
- d) Ensure proper stock management at area level
- e) Ensure proper IT systems, data back-up and protection from malware at area level
- f) Ensure sufficient and reliable means of communication at area level
- g) Ensure timely and accurate area logistics TITANIC reporting

4.3. Administration and HR Management

- a) Ensure transparent and timely recruitment of national staff and contribute to international staff recruitment upon capital request
- b) Proactively adapt the staffing structure to needs and funding
- c) Ensure regular performance appraisal and career management for staff at area level
- d) Ensure timely and accurate area HR TITANIC reporting
- e) Ensure timely exit forms

4.4. Transparency/Compliance Management

- a) Minimize risk of fraud and corruption by ensuring adherence to Acted FLATS procedures
- b) Ensure that staff is aware of Acted's transparency and whistle blowing policy

4.5. Security Management

- a) Analyse the security context at area level and in close collaboration with the Country Security Manager contribute to defining, analysing and evaluating risks
- b) Engage with relevant key stakeholders at area level to ensure access and support of interventions
- c) Address security and safety risks by implementing standard operating procedures defined for the area
- d) Ensure the offices and houses conform to recommended security, health and safety standards
- e) Ensure all staff in the area adhere to security procedures
- f) Ensure security incidents at area level are promptly reported to the capital
- g) Ensure security incidents at area level are promptly reported to the capital

Required qualifications and technical competencies

- Background in international development, emergency operations, humanitarian programmes etc. ;
- Extensive project management experience in emergency and/or development programmes;
- Basic management skills preferred (HR, finance, logistics);
- At least four years' relevant professional experience, preferably including security management;
- Proven leadership and team management skills required;
- Ability to work under pressure;
- Strong negotiation and interpersonal skills and flexibility;

Conditions

- Salary between 3300 and 3600€ 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: AC**