

Vacancy Announcement

Position	Country Project Development Officer	Starting date	ASAP
Location	Yerevan, Armenia	Type of contract	Fixed term
Contract duration	Until end of June 2026	Security risk level	Sensitive (2/4)

About Acted

Who we are

Acted works with 19 million people across 43 countries at the intersection of humanitarian, development, climate and environmental programming. We draw on deep contextual knowledge and embrace emerging technologies to save lives, alleviate suffering, and protect and restore our planet. Working in collaboration with a growing ecosystem of local, national and international partners, we pursue one shared objective: a 3Zero World - Zero Exclusion, Zero Carbon and Zero Poverty.

Who we are looking for

You bring the core competencies required for classical humanitarian and development work, alongside an active climate and environmental conscience, and you can navigate the challenges that arise when human and environmental suffering intersect. You have an entrepreneurial mindset: you see opportunities, connect dots, adapt your approach to different environments, and take measured risks in pursuit of results. You balance principles with pragmatism, and ambition with humility.

Position's context and key challenges

In response to the current situation in Armenia, Acted recruits.

Key roles and responsibilities

The Project Development Officer (PDO) contributes to the development of project proposals in line with Acted's global and in-country programme strategy, and ensures proper grant management, incl. timely reporting of project achievements to donors. The PDO facilitates internal communication and coordination with relevant departments and contributes to Acted external communication strategy.

1. Fundraising

1.1. Context Analysis

- a) Analyse the country's socio-economic situation, (donor) trends, needs and gaps;
- b) Regularly conduct stakeholder analysis, in particular who does what and where (3W)

1.2. External relations

- a) Maintain active and regular working relationships with donors
- b) Maintain active and regular working relationships with other NGOs, UN agencies, clusters, working groups, Alliance2015, consortia and academia;
- c) Regularly update a directory of donors, international and local NGOs, other partners and stakeholders;
- d) Contribute to the reporting to national and local authorities as required by Acted registration/legal status in country;
- e) In the absence of Technical Coordinators, represent Acted in key clusters and working group meetings.

1.3. Fundraising and proposal development

- a) Identify funding opportunities;
- b) Contribute to the identification of potential relevant international and/or local partners (private sector partners, national and international NGOs, think tanks, academia, etc.) to be included in proposals;

- c) Liaise with AMEU to contribute to the ToRs of assessments to be conducted for proposal development and to request their input in the logframe development (esp. formulation of SMART indicators);
- d) Contribute to the development of fundraising documents (be it expression of Interests/ Concept Notes/ Proposals) in line with Acted country strategy and donor requirements and in close collaboration with Acted HQ GMU (Grant Management Unit) and finance;
- e) Liaise with Area Coordinators, Project Managers and Technical Coordinators to ensure that proposals are relevant and technically sound;
- f) Integrate learning from previous interventions (e.g. lessons learnt and best practices) into new proposals
- g) Involve FLATS teams in the development of fundraising documents, particularly finance for the budget and logistics in case of specific donor procurement rules.

1.4. Contracting

- a) Contribute to addressing in a timely manner all comments by donors on proposals in liaison with relevant staff in country and Acted HQ GMU and finance;
- b) Read thoroughly all contracts before signature, seeking Acted HQ GMU and finance advice when required.

2. **Grant Management**

2.1. Contract follow-up

- a) Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme, AMEU and FLATS team;
- b) When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant staff in country and seek Acted HQ Program Department advice on potential solutions that would meet donor rules.

2.2. Reporting

- a) Participate in and take minutes of kick-off and close out meetings for each project
- b) Write quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with Acted HQ GMU and finance, which will contribute ultimately to steady cash inflow;
- c) Work in close relation with AMEU to incorporate AME data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from AMEU;
- d) Liaise with FLATS teams when preparing reports, especially with finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
- e) Contribute to the monthly update of the Reporting Follow Up (RFU) and ensure smooth and regular communication with Acted HQ GMU.
- f) Ensure ad hoc requests from donors are addressed in liaison with the CD, programme and support teams;

2.3. Partner Follow-up

- a) Liaise with partners when required to develop relevant grant agreements in close coordination with Acted HQ GMU and finance;
- b) Ensure partners report to Acted in a timely and qualitative manner as per the requirements of the grant agreement.

3. **Management and Internal Coordination**

3.1. Staff Management (if any)

- a) Manage a Project Development Intern and/or Assistant(s) if any, following up the work plans and day-to-day activities;
- b) Mentor the PDI and/ or PDA with the aim of strengthening their technical capacity.

3.2. Internal Coordination and Communication

- a) Facilitate interdepartmental communication and information sharing from the Base, to the Area, Capital, and even up to the regional and HQ offices by taking minutes of the various Acted coordination meetings
- b) Ensure these meeting minutes are sent monthly to HQ;
- c) Keep Acted HQ GMU and finance updated on latest developments, opportunities and challenges so that GMU can best advise on the way forward.

3.3. Filing

- a) File properly contractual project documents both in hard and soft copies;
- b) Update regularly the Resource Centre at the office with appropriate and relevant external and internal resources.

4. External Communication

- a) Contribute to Acted external communication strategy by feeding regularly Acted HQ Communication Department with informal updates on projects, a flash news, pictures, articles on projects progress and/or specific events for Acted communication tools, including, but not limited to, Acted Newsletter, websites and Acted Annual Report;
- b) Ensure the update and design of in country communication and visibility tools and publications, their dissemination and availability to Acted teams, as well as the capitalization of media and pictures of the mission;

Required qualifications and technical competencies

- Master Level education in a relevant field such as International Relations, Development or Political Science
- 1-2 years previous work experience in a relevant position
- Previous related work experience, with knowledge of proposal writing and donors relations
- Excellent skills in written and spoken English
- Strong negotiation and interpersonal skills
- Ability to work in a multicultural and fast-paced environment
- Ability to work well under pressure

Conditions

- Salary between 1500 and 1700€ 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-day 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: PDO/ARM**