

Vaccancy Announcement

Position	Grant Management & Program Intern	Starting date	July 2026
Location	Paris 8th arr. (HQ), France	Type of contract	Internship
Contract duration	6 months	Security risk level	Calm (1/4)

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.

Position's context and key challenges

Acted's head office was set up in Paris in 2000 in order to coordinate the organisation's activities on a global scale. Today, the head office employs 110 people in the HR, Finance, Programmes, Audit, Security, Logistics & Systems and Communications departments. These departments support the 42 Country Directorates. The head office also acts as a focal point for Acted's management, namely the Chief Executive Officer, the Director of Development and the fifteen members of the Board of Directors.

Key roles and responsibilities

This position is under the supervision of the Grant Management Manager and the Deputy to the Flagship & Environment Technical Director. The Grant Management & Program Intern supports the Grant Management Unit's functioning as well as the Programme Unit in liaison with project development field teams as/when relevant, on 1) monitoring fundraising opportunities for Acted, 2) supporting project development efforts and ensuring proper grant management in compliance with donors' and Acted procedures, and on an ad hoc basis for specific Acted missions, as required and with the support of GMOs, 3) supporting internal coordination and reporting for GMU on project development and grant management related aspects; and 4) supports the core functions of Acted's climate and environment department.

1. Support to project development/fundraising

- Contribute to the weekly identification, review, and dissemination of donors' calls for proposals, in liaison with the GMU team
- Provide support to field teams in the project development process, in liaison with the relevant GMO, and to GMU teams in the project development review process to ensure project development documents (proposals, tender bids, etc.) are in line with Acted global and country strategy and comply with donor requirements for final validation and timely submission

2. Grants Management

2.1. Reporting

- Directly follow up of reporting for specific Acted missions, in liaison with the relevant GMO and HQ FLATS' Departments, ensuring that quality reports are submitted in a timely manner
- Follow up on specific Acted missions' reporting and other grant management obligations through a monthly review of the reporting follow up (RFU)
- Provide support to follow up of reporting for country portfolios on an ad-hoc basis, as required in liaison with the relevant GMOs

2.2 Contract follow up

- Support administrative processes linked to contracting, project launch and implementation (contract reviews, project code emails, review of PMFs, review of grant agreements with partners, review of amendments), in liaison with the relevant GMOs
- In close collaboration with the Grant Manager and Programme Support Manager, follow up any change in donors' procedures, and contribute to the development of global analyses, internal tools and processes that improve grant management accordingly

3. Internal coordination

4. Internal reporting and coordination

- Facilitate intradepartmental communication and information sharing within the GMU and programmes department, as well as with PD field teams
- Support internal reporting from GMU to General direction, through regular update of existing reporting tools, as well as support to transversal ad hoc analyses/ tools related to PD / grant management

5. Filing

- Maintain complete and updated project files in both digital and hard copy format as required

6. Climate and Environment Programming

- Continuously record and consolidate learning from climate and environment department, and to improve Acted process and tools for field teams
- Assist the climate and environment department to raise awareness and a common understanding of climate and environment programming among Acted staff, in particular CDs, PD, GMD, Technical Coordinators, etc.
- Assist in the preparation of program technical guidance notes, including translation (French – English), editing, proof-reading, and formatting
- Conduct background research, review latest publications and write synthesis reports for the climate and environment department so that the information can be used to advance Acted's programming.
- Support in the updating of the programmes Wiki page,
- Support in the revision of the technical guidance notes.

7. Other

- Support the preparation of Acted's communication tools (e.g. annual report) in close collaboration with the Communications Department
- Support the organization of Acted events as required
- Undertake any other tasks as requested by the Grant Manager Project Development & External Relations Director and by the Programme Director

Required qualifications and technical competencies

- Training: Studies in Political Science or International Relations.
- Dynamic, autonomous, with strong interpersonal skills and the ability to take initiative.
- Interest in international emergency aid and development programmes.
- Interest in environmental and climate-related issues
- Excellent writing skills and strong capacity for synthesis.
- Excellent level of English, both written and spoken.
- Good knowledge of the Office suite (especially Word and Excel), the Adobe suite, and email list management.

Conditions

- Internship allowance: €1000 net per month.
- Meal vouchers.
- 50% reimbursement of the transportation pass (Navigo Pass).
- Internship agreement required.
- No work-study or alternating internship.



How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: GMI 3Zéro/HQ**