

## Vaccancy Announcement

<b>Position</b>	<b>Project Manager Lead</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Kabul, Afghanistan	<b>Type of contract</b>	Fixed-term
<b>Contract duration</b>	6 months (renewable)	<b>Security risk level</b>	Very Risky (4/4)

## 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

Acted has been present in Afghanistan since 1993, and operates across northern and eastern provinces. Acted delivers lifesaving relief to the displaced communities with cash and in-kind assistance, shelters, and water and sanitation infrastructure, whilst contributing to long-term recovery and development by providing education and skills training, investing in agriculture and livelihoods, and strengthening local governance.

Acted leads the Cash Consortium of Afghanistan (CCA), which includes members such as Mercy Corps, Agency Coordinating Body for Afghan Relief (ACBAR), the International Rescue Committee (IRC), and IMPACT Initiatives. The Cash Consortium of Afghanistan implements a humanitarian cash transfer program, providing multi-purpose cash assistance (MPCA).

## Key roles and responsibilities

The Program Manager Lead is responsible for leading the coordination, strategic planning, and technical guidance of the CCA. Reporting to the Acted Country Director and the Consortium Steering Committee (CSC), and serving as a senior member of the Consortium Management Unit (CMU), s/he will manage the CCA team, which includes the Grants/Finance Officer, MEAL Manager, and Information Management Officer. S/he will also liaise with the Acted Country Finance Manager, Project Development Manager, and other key support staff, as well as focal points from CCA partner agencies.

S/he will manage and support the development of program activities, ensuring high-quality programming in day-to-day implementation. The role includes ensuring consistency in processes across partner organizations, facilitating the work of the Cash Management Unit (CMU) and the Working Groups, and ensuring timely and accurate donor reporting. Additionally, s/he will drive the continuous improvement of program methodologies and contribute to the strategic development of the CCA's programming, consortium set up, ensuring compliance with both internal and donor requirements.

### **1. External Positioning**

#### **1.1.External Relations**

a) Participate in and report (internally) on Cash and sectoral meetings, clusters and working groups involving all relevant stakeholders such as donors, NGOs, UN Agencies, inter-governmental institutions

b) Ensure effective coordination and collaboration with key stakeholders and partners; and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.

### **1.2. Partnerships**

a) Oversee and manage the implementation of partnership agreements.

b) In collaboration with the Acted Country Director, lead the CCA's efforts to analyze, evaluate, and review current CCA membership and expand as necessary.

c) Convene specific technical working groups (e.g., Program Technical WG, MEAL WG, Finance and Grants WG) either monthly or on an ad-hoc basis to harmonize programmatic, MEAL, and financial approaches across partners.

d) In collaboration with the finance department, ensure effective financial controls and monitoring mechanisms for partners.

## **2. Cash Technical Support and Coordination**

### **2.1. Technical Leadership**

a) Provide oversight on project implementation modalities and methodologies, including technical specifications, beneficiary identification and registration, distribution, and sensitization.

b) Lead the development of technical tools related to cash projects, such as Terms of Reference (ToRs), SOPs, ad hoc reports, and capitalization reports.

c) Analyze the appropriateness, adequacy, and potential impact of all interventions in the cash sector based on known contexts and needs.

d) Provide technical support to Project Manager(s) and other CCA staff to ensure high-quality implementation of CCA programming

e) Regularly liaise with CMU staff to ensure technical assistance is provided as needed.

b) Disseminate tools, research, best practices, and lessons learned internally and externally

### **2.2. Coordination and support in Programme Design, Implementation and Development**

a) Lead the development of CCA programme strategies ensuring they are responsive to the changing environment and needs of the communities in Afghanistan.

b) Lead the development of the programme strategy in the development, implementation, promotion and monitoring of the CCA Program

c) Lead the CMU and facilitate high quality programme development processes

d) Oversee expenditure on programme budgets to ensure programmes are implemented in a timely and responsible way, in compliance with donor budgets and requirements

e) Facilitate programme launch meetings, annual programme reviews and organise mid-term reviews and final evaluations in line with the organisation's and donors' requirements

### Staff Capacity Building

- a) Participate in the recruitment and training of CMU
- b) Identify individual training needs and ensure access to training and professional development opportunities appropriate to the skill gaps and needs
- c) Provide training to projects teams on cash best practices

### Required qualifications and technical competencies

- Degree in relevant field of expertise;
- At least 5 years of experience in project implementation on the field, in an international context; and at least 3 years overseas experience in similar or related senior management positions
- Knowledge and experience of cash based programming (life-saving)
- 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 4200 and 4400€ 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
- Rest & Recuperation (R&R) every 2 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](mailto:jobs@acted.org) under **Ref: PML/AFG**