

Vacancy Announcement

Position	Consortium Country Project Development Manager	Starting date	ASAP
Location	Ramallah, Occupied Palestine Territories	Type of contract	Fixed term
Contract duration	12 months (renewable)	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

Acted has been present in the West Bank since 2007 and in the Gaza Strip since 2008. With its office in Jerusalem, Acted has been responding to humanitarian needs and development challenges in the Occupied Palestinian Territory through an integrated approach. In view of the worsening of the humanitarian situation in recent years, and even more so since 7 October 2023, Acted is mobilized to respond to the basic needs of the populations affected by the conflict.

Key roles and responsibilities

The Project Development Manager (Grants) (PDM-G) leads the development of project proposals and donor reporting in line with the Consortium's programme strategy. The PDM-G ensures proper grant management as well as smooth internal communication and coordination with partners and the Secretariat, and supports the CoP with donor communications.

1. Positioning and Fundraising

1.1 Context Analysis

- a) In conjunction with the Finance Manager, conduct donor analysis for forecasting future funding directions.
- b) Working with the Finance Manager, on forecasting alert the CoP of funding gaps in pin order to trigger appeals to donor in a timely manner;

1.2 Strategy development

- a) In conjunction with the Consortium Secretariat, support the CoP in the development of a Consortium donor funding strategy
- b) Assist the CoP in identifying strategic opportunities for maintaining and expanding if necessary, Consortium funding ;

1.3 External relations

- a) Maintain active and regular working relationships with Consortium partners
- b) Ensure the establishment and regular update of a directory of donors
- c) Support the CoP in communications with donors.

1.4 Proposal development

- a) Under the direction of the Head of Program and in conjunction with the Finance and MEAL manager, manage and coordinate all Partner inputs for proposals and reports.
- b) Act as principal liaison with Partners to ensure that proposals and reports are relevant and technically sound.
- c) Liaise with MEAL to contribute to the ToRs of assessments to be conducted for proposal development and ensure their input in the logframe development (in particular the formulation of SMART indicators);
- d) In conjunction with the MEAL manager, ensure that learning from previous projects (e.g. lessons learnt and best practices) is incorporated into new proposals;
- e) Ensure the involvement of Finance and NRC logistics in the development of fundraising documents, particularly finance for the budget and logistics in case of specific donor procurement rules.
- f) Under the direction of the Head of Programs, oversee the development of fundraising documents (Expression of Interests, concept notes, proposals) in line with Consortium's country strategy and donor requirements and in close collaboration with Secretariat Managers (Finance and MEAL and Advocacy);
- g) Identify funding opportunities and new donors if necessary;
- h) Provide updates where needed on latest negotiations and proposal possibilities with donors;

1.5.Contracting

- a) After consultation with the Finance manager, support the CoP in negotiating proposals and/or contracts with donors;
- b) Address in a timely manner all comments by donors on proposals in liaison with relevant Secretariat and Partners ;
- c) Read thoroughly all contracts before signature, seeking Finance and COP advice .

2. Grant Management

2.1. Contract follow-up

- a) Responsible for ensuring that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme, MEAL, Advocacy and Finance teams and all Partners;
- b) When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant Secretariat staff and partners, and seek Consortium Head of Program advice on potential solutions that would meet donor rules. Following this, draft recommendations to the CoP to action.
- c) Ensure that HoP and CoP are regularly updated on contract obligations and deadlines.

2.2. Reporting

- a) In consultation with the Head of Program, Finance and MEAL managers, oversee and ensure project kick-off and close out meetings are conducted for each donor where required;
- b) Oversee the development of and draft quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with Consortium HoP, MEAL and submitted to the CoP for review
- c) Liaise with the Finance Manager to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
- d) Work in close relation with MEAL to incorporate MEAL data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from MEAL;
- e) Update monthly the Reporting Follow Up (RFU) and ensure smooth and regular communication with COP and HoP;
- f) Ensure ad hoc requests from donors are addressed in liaison with the CoP, Head of

Programme and support teams.

2.3. Partner Follow-up

- a) Liaise with partners to develop and sign relevant grant agreements in close coordination with the Finance Manager and NRC as lead partner;
- b) Ensure partners have a clear understanding of what is expected in terms of reporting to comply with donor requirements and regulations;
- c) Ensure partners report to the Consortium secretariat in a timely and qualitative manner as per the requirements of the grant agreement.

2.4. Filing

- a) Implement a filing system and ensure the proper filing of contractual project documents both in hard and soft copies;
- b) Together with MEAL, set up an on-line Resource Centre regularly updated with appropriate and relevant external and internal resources.

4. External Communication

- a) In coordination with the Advocacy Manager, oversee informal updates to donors on projects, a flash news, pictures, articles on projects progress and/or specific events for Consortium communication tools and/or donors.

Required qualifications and technical competencies

- Master Level education in a relevant field such as International Relations, Development or Political Science
- Previous experience in the humanitarian field, proposals development, grants management and donor relations are required
- Knowledge of the humanitarian aid system and ability to understand the donors systems
- External representation skills
- Ability to coordinate and manage a team
- Teamwork and team building skills, capacity building skills
- Ability to work independently and creatively in a multicultural context
- Strong oral and written communication skills, analytical skills
- Ability to work efficiently under pressure
- Previous field experience is required

Conditions

- Salary between 2900 and 3100€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Contribution to a housing allowance of up to 75% of Acted benchmark or 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
- 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: Consortium PDM/OPT**