

Vacancy Announcement

Position	Area Coordinator	Starting date	ASAP
Location	Hassake, Syria	Type of contract	Fixed term
Contract duration	12 months (renewable)	Security risk level	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

After more than 14 years of crisis, Syria continues to face complex humanitarian and recovery challenges. Although 2025 marked the beginning of a new chapter, needs remain acute amid ongoing instability and localized escalations. As of January 2026, it is estimated more than 16 million people require assistance, including more than 7 million internally displaced persons (IDPs) and nearly two million recent returnees. Since late 2024, over 1 million refugees have returned from neighboring countries, with further significant returns expected in the coming year. Despite strong return intentions, conditions for safe, dignified, and sustainable reintegration remain fragile. Damaged housing and infrastructure, limited livelihood opportunities, and inadequate access to essential services - particularly water, electricity, healthcare, and education - continue to drive vulnerability and risk of secondary displacement. Localized insecurity, UXO contamination, governance transitions, and recurring drought and water scarcity further strain already fragile systems.

Since December 2012, Acted has been a key humanitarian and recovery actor in Syria. Based in Damascus since 2025 and guided by its 3ZERO Strategy, Acted implements an area-based, conflict-sensitive, and multisectoral approach that bridges life-saving assistance with early recovery, stabilization, climate adaptation, and long-term resilience. Operating inside and outside camp settings, Acted supports displaced populations, returnees, and host communities to access livelihoods, housing, and essential services, supporting an enabling environment for durable solutions. Through community-driven planning, strong local partnerships, and technical leadership across CCCM (including flexible MSMC modalities), WASH, shelter, agriculture, market recovery, and hydrogeological research to strengthen water governance, Acted delivers integrated, climate-smart responses across Syria.

Key roles and responsibilities

The Area Coordinator is responsible for representing Acted's interests in Hassake 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

- a) Identify new opportunities and new sectors of intervention;
- b) Consolidate and stabilize programming;
- c) Review the geographic and thematic footprint;
- d) Ensure activities are relevant and meeting area/beneficiary needs;
- e) Identify Acted added-value;
- f) Ensure humanitarian principles are adhered to;
- g) 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:

- a) Participate in donor meetings at area level and communicate relevant information to the Country Director and other relevant staff;
- b) 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
- c) 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
- d) 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 3800 and 3900€ 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
- This position is classified as an **international staff position** under Acted's recruitment framework. Eligibility for an international contract is therefore required.

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: AC/WOS**