

Vacancy announcement

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|--------------------------|-----------------------------------|----------------------------|---------------------|
| Position | Area Coordinator - Nigeria | Starting date | ASAP |
| Location | Maiduguri | Type of contract | Fixed Term Contract |
| Contract duration | 12 months | Security Risk Level | Calm (1/4) |

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,300 national staff 300 international staff, ACTED is active in 35 countries and implements more than 450 projects a year reaching over 11 million beneficiaries. More on www.acted.org

Position context and key challenges

In response to the emergency situation in Nigeria, ACTED recruits.

Key roles and responsibilities

The Area Coordinator is responsible for the implementation of ACTED's global mandate in the relevant area, and for the scope of activities developed within this mandate.

Responsibilities :

1. Ensure ACTED Representation in the area of activity

Representation vis-à-vis provincial authorities

Representation vis-à-vis Donors

Representation amongst other international organisations

More generally, the project manager is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of ACTED's mandate, ethics, values and stand-point with regard to other actors.

2. Contribute to the development of a global intervention strategy and to support its implementation at provincial level

Analyse the context and develop strategic plans, in consultation with the Country Director

Implement the financial strategy

Implement the operational strategy

Oversee reporting procedures

3. Oversee Staff and Security

Guide and direct the staff of the area of intervention

Contribute to the recruitment of expatriate staff

Oversee staff security

Required qualifications and technical competencies

Master Level education in a relevant field such as International Relations or Development

Extensive project management experience (management, planning, staff development and training skills) in emergency and/or development programmes

At least four years of previous work experience in a high management position

Proven capabilities in leadership and management required

Excellent skills in written and spoken English

Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms

Knowledge of local language and/or regional experience an asset

Ability to work well and punctually under pressure

Conditions

Salary defined by the ACTED salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus

Additional monthly living allowance

Free food and lodging provided at the organisation's guesthouse

Transportation costs covered, including additional return ticket + luggage allowance

Provision of medical, life, and repatriation insurance



How to Apply

Please send your application including cover letter, CV and references to jobs@acted.org under

Ref: AC/NIA