

## Vacancy announcement

<b>Position</b>	<b>Area Coordinator</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Maiduguri, Nigeria	<b>Type of contract</b>	Fixed Term Contract
<b>Contract duration</b>	12 months (renewable)	<b>Security Risk Level</b>	Very risky (4/4)

### 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](http://www.acted.org)

### Country Profile

Number of projects	25
Number of areas	5
Number of national staff	317
Annual budget (EUR)	20.78 M€
Number of offices	6
Number of international staff	49

### Position context and key challenges

Present in Nigeria since 2017, ACTED teams are supporting displaced and conflict-affected populations in the North-East of the country, around Maiduguri, with a coordination office based in Abuja. The NGO provides emergency assistance to the most vulnerable populations through a variety of activities, such as building emergency shelters, distributing non-food items, assisting in the management of camps for displaced persons or providing logistical support as well as information management services to the humanitarian community.

### Key roles and responsibilities

#### 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 principals 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/over spending
- 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

## **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 organization's guesthouse/or housing allowance (depending on contract length and country of assignment)
- 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](mailto:jobs@acted.org) under Ref: **AC/NIA**