

Vacancy announcement

Position	Base Manager	Starting date	ASAP
Location	Caracas, Colombia	Type of contract	Fixed term
Contract duration	9 months (renewable)	Security Risk Level	Sensitive (2/4)

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 4,800 national staff 300 international staff, ACTED is active in 37 countries and implements more than 450 projects a year reaching over 11 million beneficiaries. More on www.acted.org

Country Profile

Number of projects	2
Number of areas	1
Number of staff	2
Annual budget (EUR)	279,251 €

Position context and key challenges

For the past few decades Colombia has been affected by complex events of internal displacement due to the internal conflict and/or natural disasters. Since 2012, the country has experienced a sustained flow of migrants from its neighbour, Venezuela. This flow has recently intensified due to the increased economic constraints in the country and according to official sources; over 1.2 million migrants are currently present in Colombia, with more entering the country every day.

Additionally, the country is still facing complex internal conflicts situations that have been exacerbated by the increased criminal activity in the border areas. Moreover, Riohacha and the department of Guajira have been historically affected by prolonged droughts and overall lack of access to water, particularly in the rural areas inhabited by the Wayu indigenous people.

ACTED opened its mission in Colombia in early 2019. The teams worked to gain a deep understanding of the context and to build relations with different stakeholders at the local and national level. ACTED conducted a multi-sectoral needs assessment in La Guajira, Magdalena and Norte de Santander. This assessment formed the basis for the identification of the most vulnerable beneficiaries of a project to provide one-off emergency cash assistance and training on nutrition to 1,000 Venezuelan migrants and refugees living in informal settlements in several municipalities of La Guajira.

In order to promote social cohesion and mitigate community tensions, ACTED supported Venezuelan refugees and migrants, Colombian returnees and host communities. In addition, its engagement at the local level led ACTED to create and co-lead the Cash Working Group contributing to elaborating and disseminating good practices and intervention norms.

Key roles and responsibilities

1. Positioning

1.1. Context analysis:

- a) Analyse the sub-area's socio-economic situation, (donor) trends, needs and gaps;
- b) Regularly conduct stakeholder analysis, in particular who does what and where (3W) in the sub-area/base

1.2. Strategy Implementation: Provide support in the implementation of ACTED's country program strategy in the sub-area/base identifying strategic opportunities for expanding ACTED's work in the sub-area/base, and in particular

- a) Support in the identification of new opportunities and new sectors of intervention;
- b) Assist in consolidating and stabilizing programming;
- c) Review the geographic and thematic footprint;
- d) Ensure activities are relevant and meeting sub-area/beneficiary needs;
- e) Identify ACTED added-value;
- f) Ensure humanitarian principles are adhered to;

1.3. Networking, positioning and general representation:

- a) When requested, participate in donor meetings at sub-area/base level and communicate relevant information to the Country Director and other relevant staff;
- b) Maintain active and regular working relationships with other NGOs, UN agencies, clusters, working groups, consortia, etc. at sub-area/base level ensuring maximum visibility of ACTED
- c) Maintain 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 sub-area/base level
- d) When requested, represent ACTED in key clusters, working groups, NGO coordination bodies, etc. at sub-area/base level

1.4. Proposal development

- a) Support the Project Development Department in proposal conceptualisation (problem statement, logframe) within the framework of the country, regional and global strategy
- b) Contribute to budget design ensure budget needs at sub-area/base 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 sub-area of operation

2. Management and Internal Coordination

2.1. Staff Management

- a) Ensure that all staff in the base understand and are able to perform their roles and responsibilities related to base operations and link with the area 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 base 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 base level (WAM, FLAT meeting, etc.)

3. Project Implementation Follow-up

3.1. Project Implementation Tracking

- a) Support Project Managers in 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

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) Ensure beneficiary feedback mechanisms are in place
- d) Support with the documentation of best practices and lessons learnt for projects implemented in the sub-area/base

3.3. Partner Management

- a) Identify potential local partners in the sub-area/base 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 base level to avoid under/over spending
- b) Ensure accurate budget forecasting and efficient cash flow management
- c) Ensure timely and accurate base finance TITANIC reporting

4.2. Logistics & IT Management

- a) Ensure timely procurement and adherence to rules of origin and nationality at sub-area/base level
- b) Ensure quality supply management at base level
- c) Ensure proper asset management at base level and enforce asset investment policy
- d) Ensure proper stock management at base level
- e) Ensure proper IT systems, data back-up and protection from malware at base level
- f) Ensure sufficient and reliable means of communication at base level
- g) Ensure timely and accurate base logistics TITANIC reporting

4.3. Administration and HR Management



- a) Ensure transparent and timely recruitment of national staff
- b) Proactively adapt the staffing structure at base level to needs and funding
- c) Ensure regular performance appraisal and career management for staff at base level
- d) Ensure timely and accurate base 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 base level and in close collaboration with the Area Security Manager contribute to defining, analysing and evaluating risks
- b) Engage with relevant key stakeholders at base level to ensure access and support of interventions
- c) Address security and safety risks by implementing standard operating procedures defined for the base
- d) Ensure the offices and houses conform to recommended security, health and safety standards
- e) Ensure all staff in the base adhere to security procedures

Ensure security incidents at base level are promptly reported to the area and capital

Required qualifications and technical competencies

University education in a relevant field such as international development, emergency operations, humanitarian programming, technical degree in camp management, or the like;
Extensive project management experience (management, planning, staff development and training skills) in emergency and/or development programmes
Base management skills preferred
At least four years relevant work experience, preferably including camp settings
Proven capabilities in leadership and management required
Ability to work well and punctually under pressure
Excellent skills in written and spoken English
Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
Ability to work well and punctually under pressure
Knowledge of local language and/or regional experience an asset

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: **BM/COL**