Vacancy announcement

<table>
<thead>
<tr>
<th>Position</th>
<th>Camp Coordination and Camp Management Project Manager</th>
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<tbody>
<tr>
<td>Starting date</td>
<td>ASAP</td>
</tr>
<tr>
<td>Location</td>
<td>Maiduguri, Nigeria</td>
</tr>
<tr>
<td>Type of contract</td>
<td>Fixed Term Contract</td>
</tr>
<tr>
<td>Contract duration</td>
<td>6 months (renewable)</td>
</tr>
<tr>
<td>Security Risk Level</td>
<td>Very Risky (4/4)</td>
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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

Country Profile

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<tbody>
<tr>
<td>Number of projects</td>
<td>15</td>
</tr>
<tr>
<td>Number of areas</td>
<td>1</td>
</tr>
<tr>
<td>Number of national staff</td>
<td>113</td>
</tr>
<tr>
<td>Annual budget (EUR)</td>
<td>€12,005,105</td>
</tr>
<tr>
<td>Number of international staff</td>
<td>17</td>
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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.

In response to the protracted conflict in North-East Nigeria, ACTED provided live-saving humanitarian assistance through Camp Coordination and Camp Management (CCCM), shelter and nonfood item provision, critical food-assistance, emergency humanitarian logistics services and information management solutions to support a coordinated emergency response across Northern Nigeria.

Crucially, ACTED coordinated a consortium programme with five humanitarian partners, thereby providing integrated multi-sectoral assistance to over 180,000 conflict-affected individuals in 2019 alone. Moreover, ACTED closely collaborated with government officials, civil society actors and local leaders to build capacity and disaster risk reduction systems, strengthening urban resilience for 60,000 individuals from both internally displaced and host communities in Maiduguri, Borno State. ACTED’s life-saving assistance modalities have benefitted over 350,000 individuals in 2019.

Key roles and responsibilities

**OBJECTIVE**

1. To coordinate the joint response of various actors operating within camps.
2. Anticipate and mitigate risks in implementation and ensure ACTED project(s) in the camps are run in a cost-efficient manner, in compliance with ACTED’s and donors’ procedures and legal requirements.

**DUTIES AND RESPONSIBILITIES**

1. **Camp Coordination and Management**
   1.1. Planning and Strategy Development

   a) Ensure collaboration with the relevant CCCM actors in the planning, development of sites, ensuring that site designs support protection and assistance of men, women, boys and girls;
   b) Ensure regular site needs assessment and gap analysis are conducted with all CCCM stakeholders in the camps;
   c) Map and track “who is doing what, where, when”;
   d) Map out the operational requirements for the response within displacement sites, and identify and establish (where necessary) standards and guidelines that facilitate interoperability to ensure that activities are carried out;
   e) Develop and update agreed response strategies for the camps, including “exit”/transition strategy for site closures and action plans for the cluster and ensuring that these are adequately reflected in overall country strategies, such as the Consolidated Appeal Process (CAP) and Response Plans;
   f) Support Camp Managers to conduct contingency planning based on worst-case and most likely scenarios in terms of population movements;
   g) Support the development and maintenance of a coherent CCCM strategy across the camps.
1.2. Technical CCCM Leadership
   a) Promote harmonization of approaches and methodologies across the different camp sites by developing and monitoring use of common tools (in close coordination with the CCCM Cluster), as well as creating opportunities for experience sharing and learning;
   b) Adapt relevant policies, guidelines and technical standards to the context of the crisis;
   c) Ensure that the responses is in line with existing policy guidance, technical standards and relevant government human rights legal obligations;
   d) Provide technical support and capacity building to Camp Managers and other CCCM staff on a regular basis;
   e) Disseminate CCCM tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences;
   f) Brief Camp Managers about main CCCM issues, and updating them on a regular basis;

1.3. Protection
   a) Facilitate the provision of security and law enforcement by the national/local authorities and other relevant actors such as civilian police components of peacekeeping missions, as well as through the establishment of site watch teams (if necessary in cooperation with the national sector lead for protection) in the camps;
   b) Organize and facilitate the participation of the affected population in site governance and community mobilization, with particular emphasis on women’s decision-making role and on persons with specific needs (such as the elderly and the physically-challenged);

1.4. National/local authorities, State institutions, local civil society and other relevant actors
   a) Establish appropriate links with national and local authorities, State institutions, local civil society and other relevant actors (e.g. peacekeeping forces) to maintain appropriate coordination and information exchange with them;
   b) Promote the capacity building of relevant authorities, where deemed necessary;

1.5. Coordination
   c) Establish appropriate links with national and local authorities, State institutions, local civil society and other relevant actors (e.g. peacekeeping forces) to maintain appropriate coordination and information exchange with them;
   d) Promote the capacity building of relevant authorities, where deemed necessary.

2. Administrative and Operational Management of CCCM Project Implementation

2.1. Finance
   a) Review the BFU(s) to avoid under/over spending
   b) Ensure accurate budget forecasting and expense planning

2.2. Logistics
   a) Contribute to the development of project procurement plans
   b) Contribute to quality checks and procurement committees to finalise suppliers’ selection according to applicable scenario
   c) Ensure timely procurement and adherence to rules of origin and nationality

2.3. Administration/HR
   a) Participate in the transparent and timely recruitment of project staff (developing organigrams, ToRs, elaborating recruitment tests)
   b) Proactively support Camp Managers and Area Coordinators to adapt the project staffing structure to needs and funding
   c) Ensure regular performance appraisal and career management of project teams
   d) Ensure a positive working environment and good team dynamics
   e) Manage interpersonal conflicts
   f) Ensure capacity building among project staff

2.4. Transparency/Compliance
   a) Ensure project records and documents (FLAT files, beneficiary lists, donation certificates, attendance sheets etc.) are adequately prepared, compiled and filed according to ACTED procedures
   b) Ensure staff awareness and respect of ACTED’s code of conduct and FLATS procedures

2.5. Security
   a) Together with the Security focal points, assess risks in the areas of project implementation and develop context specific MOSS and SOPs
   b) Ensure that project teams are aware of security threats and follow ACTED security policies, MOSS and SOPs accordingly

2.6. Implementing Partners (if any)
   a) Support the FLATS team and Camp Managers to ensure adherence to ACTED’s policies and procedure, arranging training and induction as required
   b) Ensure that all budgetary issues between ACTED and partners are addressed and that mutually beneficial solutions are agreed upon in a timely manner
   c) In collaboration with the FLATS team, review due diligence of partners or conduct new due diligence and develop appropriate time bound organisational development workplans
   d) Oversee the development of capacity building framework and action plans with full participation of partners
   e) Ensure partners provide all project documents required by ACTED and its donors in a timely manner and according to ACTED standards.
### Required qualifications and technical competencies
- Experience of Camp Coordination / Camp Management
- Experience working in a volatile environment
- Demonstrated ability to manage
- Strong analytical capacity
- Significant experience in finance and logistics
- Computer knowledge is a must (Excel, Word …etc.).
- Ability to work under stressful conditions.

### 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
- 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: CCCM PM/NIA