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 Bangladesh, ACTED recruits.

Key roles and responsibilities
The Camp Manager plays a central role to ensure the provision of assistance and protection to the displaced in accordance with agreed upon standards and guidelines. The Camp Manager is responsible for ensuring its activities are in line with the overall camp response for that country. This is to create consistent standards and activities among all camps.

1. Camp Coordination and Management
a) Act as the central focal point for all activities and issues taking place at the camp level.
b) Establish and maintain effective intra-camp coordination mechanisms and facilitate participation in inter-camp coordination activities.
c) Identify, analyze and prioritize camp needs in order to avoid service duplication and gaps in assistance and protection.
d) Set up and maintain a camp information management system in line with global CCCM Cluster guidelines including sex- and age-disaggregated data collection and transparent, yet appropriate, information sharing with all relevant stakeholders in manner that upholds the principle of confidentiality.
e) Advocate for the legitimate needs and rights of the camp population through liaison with Camp Administrator, humanitarian service providers and other actors.
f) Liaise between the camp population and humanitarian service providers and other actors.
g) Ensure appropriate links with national/local authorities, state institutions, civil society and other relevant stakeholders, including effective coordination and information exchange with them.
h) Establish, strengthen and monitor an effective, transparent and representative camp governance system including coordination of service provision and other defined camp activities.
i) Ensure the mobilization and participation of the camp and host populations in the camp governance system with particular emphasis on meaningful inclusion of women, children, elderly and persons with specific needs into decision-making processes.
j) Monitor and ensure that camp committees act and behave according to agreed upon Codes of Conduct.
k) Promote and facilitate accountability towards camp population through setting including set up of a complaints and feedback mechanism which promotes accountability.
l) Ensure clarification of roles and responsibilities amongst stakeholders in the camp, for maintenance of camp infrastructure with a focus on sustainability and community/local government ownership.
m) Ensure that the displaced are aware of the assistance and services available in the camp and how to access them; distribution points should be accessible and distribution mechanism should take into consideration groups with specific needs to minimize chances of violence, abuse and exploitation.
n) Monitor service provision including cross-cutting services such as prevention and response to sexual and gender-based violence (SGBV), health, psychosocial support and HIV among others in all sectors of the camp according to agreed upon guidelines, standards and indicators.
o) Support the development of effective referral mechanisms in close collaboration with relevant stakeholders.
p) In coordination with Camp Administrator mediate and encourage dialogue between different communities/groups inhabiting the camp and the surroundings (host communities), establish camp population self-help and social support networks and promoting peaceful coexistence.
q) Assist in the development of a camp closure and phase-out strategy in the first phase of the camp response, with the CCCM Cluster and the relevant partners and ensure it is adapted to specific camp context.

Vacancy announcement

<table>
<thead>
<tr>
<th>Position</th>
<th>Camp Manager (2 positions)</th>
<th>Starting date</th>
<th>1 position to be filled in November, 1 position to be filled in December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Cox’s Bazar, Bangladesh</td>
<td>Type of contract</td>
<td>Fixed Term Contract</td>
</tr>
<tr>
<td>Contract duration</td>
<td>6 months</td>
<td>Security Risk Level</td>
<td>Sensitive (2/4)</td>
</tr>
</tbody>
</table>

Vacancy (2 positions)

Starting date 1 position to be filled in November, 1 position to be filled in December

Location Cox’s Bazar, Bangladesh

Type of contract Fixed Term Contract

Security Risk Level Sensitive (2/4)

Vacancy announcement

Position Camp Manager (2 positions)

Starting date 1 position to be filled in November, 1 position to be filled in December

Location Cox’s Bazar, Bangladesh

Type of contract Fixed Term Contract

Security Risk Level Sensitive (2/4)

Vacancy announcement

Position Camp Manager (2 positions)

Starting date 1 position to be filled in November, 1 position to be filled in December

Location Cox’s Bazar, Bangladesh

Type of contract Fixed Term Contract

Security Risk Level Sensitive (2/4)

Vacancy announcement

Position Camp Manager (2 positions)

Starting date 1 position to be filled in November, 1 position to be filled in December

Location Cox’s Bazar, Bangladesh

Type of contract Fixed Term Contract

Security Risk Level Sensitive (2/4)
2. Administration and Operational Management of Project Implementation

2.1. Finance
a) Review the BFU(s) and provide accurate forecasts with BOQs
b) Forecast monthly cash requirements for ACTED’s CCCM activities in the camp and submit to AC

2.2. Logistics
a) Contribute to the development of procurement plans
b) Send accurate and precise order forms in a timely manner
c) Contribute to quality checks and procurement committees to finalise suppliers’ selection according to applicable scenario
d) Confirm quality of material selection if and when applicable
e) Ensure a proper management and use of the project assets and stocks
f) Plan team movements based on available fleet and applicable policies

2.3. Administration/HR
a) Participate in the recruitment of CCCM staff (development of organigrams, ToRs, elaborating the tests and reviewing them; interviews etc)
b) Ensure that CCCM staff understand and are able to perform their roles and responsibilities
c) Follow-up the work plans and day-to-day activities of the CCCM staff
d) Manage the CCCM staff in cooperation with Area Coordinators
e) Ensure a positive working environment and good team dynamics
f) Undertake regular appraisals of staff and follow career management
g) Manage interpersonal conflicts
h) Ensure capacity building among staff in CCCM

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

2.5. Security
a) Ensure that each member of the CCCM team is aware of security issues, policies, SOPs and they follow them accordingly
b) In cooperation with the relevant Security Officer, monitor the local security situation and inform the Country Director or Area Coordinator and Country or Area Security Officer of developments through regular written reports;

3. Quality Control
a) Assess the activities undertaken and ensure efficient use of resources;
b) Ensure lessons learned are documented, shared and reflected in project planning and decision making
c) Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development
d) Identify and analyse gaps, ACTED’s added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to the N+1

4. Reporting
a) Draft regular weekly and monthly reports and highlight the camp situation
b) Report programme progress and challenges to CCCM Coordinator and coordinate effectively with other ACTED sectors operating in project area.
c) Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.
d) Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided

Required qualifications and technical competencies
- Master Level education in a relevant field such as International Relations or Development
- Project management experience (management, planning, staff development and training skills)
- 1-2 years previous work experience in a relevant 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
- 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 to jobs@acted.org under Ref: CM/BAN