

## Vacancy announcement

<b>Position</b>	<b>Camp Coordinator</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Cox's Bazar, Bangladesh	<b>Type of contract</b>	Fixed Term
<b>Contract duration</b>	12 months (renewable)	<b>Security Risk Level</b>	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 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

ACTED started its activities in Bangladesh in 2017 in order to respond to the urgent needs of the Rohingya refugee populations arriving in the country.

In an environment that is increasingly challenging for refugees with heightened social tensions and calls for refugees to return, ACTED continues to provide lifesaving assistance through its flagship Site Improvement Sector (SMS) project, managing 5 camps in Cox's Bazar. Since the original project initiation in early 2018, ACTED has developed coordination, information management and monitoring mechanisms in its camps to support institutionalization and improvement of the camp management system in place. As part of this, ACTED has arranged regular coordination meetings with camp stakeholders to address gaps in service provision, strengthened the communication capacities of partners during monsoon season and other emergencies, overseen Rohingya volunteers in disaster risk reduction works to prepare and improve the camps. ACTED has also enhanced its Complaints and Feedback Mechanism with an outreach component, and set up governance structures aimed at increasing community participation, particularly of marginalized groups.

### Key roles and responsibilities

#### 1. Camp Coordination and Management

Planning and Strategy Development:

- 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;
- Ensure regular site needs assessment and gap analysis are conducted with all CCCM stakeholders in the camps;
- Map and track "who is doing what, where, when";
- 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;
- 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;
- Support Camp Managers to conduct contingency planning based on worst-case and most likely scenarios in terms of population movements;
- Support the development and maintenance of a coherent CCCM strategy across the camps.

Technical CCCM Leadership:

- 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;
- Adapt relevant policies, guidelines and technical standards to the context of the crisis ;
- Ensure that the responses is in line with existing policy guidance, technical standards and relevant government human rights legal obligations;
- Provide technical support and capacity building to Camp Managers and other CCCM staff on a regular basis;
- Disseminate CCCM tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences;

- Brief Camp Managers about main CCCM issues, and updating them on a regular basis;

Protection:

- 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;
- 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);

National/local authorities, State institutions, local civil society and other relevant actors:

- 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;
- Promote the capacity building of relevant authorities, where deemed necessary;

Coordination:

- 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;
- Promote the capacity building of relevant authorities, where deemed necessary.

## **2. Administrative and Operational Management of CCCM Project Implementation**

Finance:

- Review the BFU(s) to avoid under/over spending
- Ensure accurate budget forecasting and expense planning

Logistics:

- Contribute to the development of project procurement plans
- Contribute to quality checks and procurement committees to finalise suppliers' selection according to applicable scenario
- Ensure timely procurement and adherence to rules of origin and nationality

Administration/HR:

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

Transparency/Compliance:

- Ensure project records and documents (FLAT files, beneficiary lists, donation certificates, attendance sheets etc.) are adequately prepared, compiled and filed according to ACTED procedures
- Ensure staff awareness and respect of ACTED's code of conduct and FLATS procedures

Security:

- Together with the Security focal points, assess risks in the areas of project implementation and develop context specific MOSS and SOPs



- Ensure that project teams are aware of security threats and follow ACTED security policies, MOSS and SOPs accordingly

Implementing Partners (if any) :

- Support the FLATS team and Camp Managers to ensure adherence to ACTED's policies and procedure, arranging training and induction as required
- Ensure that all budgetary issues between ACTED and partners are addressed and that mutually beneficial solutions are agreed upon in a timely manner
- In collaboration with the FLATS team, review due diligence of partners or conduct new due diligence and develop appropriate time bound organizational development workplans
- Oversee the development of capacity building framework and action plans with full participation of partners
- 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

- Master Level education in a relevant field such as International Relations or Development
- Project management experience (management, planning, staff development and training skills) in development programs
- 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  
Transportation costs covered, including additional return ticket + luggage allowance  
Provision of medical, life, and repatriation insurance + retirement package

### How to Apply

Please send your application including cover letter, CV to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: CampC/BAN**