

Vacancy announcement

Position	Deputy Area Coordinator	Starting date	ASAP
Location	Gaziantep, Turkey	Type of contract	Fixed contract
Contract duration	12 months renewable	Security Risk Level	Very Risky

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

Number of projects	25
Number of areas	3
Number of national staff	606
Annual budget (EUR)	€ 53,245,214
Number of international staff	55

Position context and key challenges

In 2019, 12 million people in Syria were in need of humanitarian assistance, including internally displaced people, host community members and returnees. Among these, 6.2 million are in acute need of water, hygiene and sanitation assistance, 4.7 million people in need of shelter support and 6.5 million face food insecurity. Active armed conflict displaced 1.6 million people in 2019 alone, including in the northwest of Syria (1 million IDPs concentrated in Idleb) and in the northeast (170 000 IDPs). Overall in 2019, Syria hosted 6.2 million IDPs, 850,000 of whom were settled in last resort sites (i.e. formal and informal camps) and therefore entirely reliant on humanitarian assistance.

In 2019, ACTED continued to deliver multisectoral emergency assistance to conflict affected communities, while supporting their efforts to create opportunities and solutions for recovery. ACTED provided large-scale responses to approximately 3 million people through water, hygiene and sanitation, shelter and non-food items, food security and livelihoods, and camp coordination and camp management (CCCM) interventions.

In-camp, ACTED ensured access to water, sanitation and hygiene for over 364,000 people, and established itself as a key CCCM stakeholder. Out of camp, ACTED supported newly displaced households with emergency food and key non-food items to meet their basic needs.

ACTED also contributed to economic recovery, by supporting livelihoods and providing assistance alongside the agricultural value chain in targeted communities. Through civil society and technical governance mechanisms, ACTED further supported the long-term restoration of services to enhance the resilience of conflict-affected communities.

Key roles and responsibilities

1. Project Implementation and follow up
 - 1.1. Project Planning
 - Ensure timely organization of project kick-off and close-out meetings
 - Ensure that all projects have an implementation strategy and work plan
 - Together with Project Managers and Coordinators, plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives
 - Facilitate and foster the program integration approach, and act as a key link to support sectoral PMs in geotargeting, to build on the base's previous, current and future programs in a constructive manner toward ACTED's strategy in the area.
 - Proactively coordinate with relevant TCs to set technical support requirements including relevant tools, SOPs and technical notes.
 - 1.2. Project implementation follow up
 - Oversee the implementation of projects, ensuring that technical requirements and quality standards are considered and respected during project implementation

- Anticipate and mitigate risks and implementation delays and provide ad-hoc support to project implementation through trouble-shooting and by eliminating blocking points
- Monitor output achievement, cash burn rates and ensure the timely completion of projects through the regular review of PMFs, BFUs and project reports
- Ensure that contractual obligations are met in terms of project deliverables
- Conduct regular visits to ongoing project sites and follow-up on AME on-site monitoring reports
- Update Project Trackers and ensure the timely and qualitative reporting from the Project Managers and Project Coordinators

1.3. Project Quality Control

- Ensure the application of a practical field-based M&E system/plan for each project
- Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources
- Advise Project Managers and Project Coordinators to adapt projects according to monitoring and evaluation findings
- Together with the relevant Project Development focal point prepare and assist with project review meetings
- Together with the AMEU team and TCU, ensure capitalisation of best practices and lessons learnt for projects in the area of operations
- Facilitate communication lines between the PMs and the TCs in Capital, to ensure appropriate technical advice and support is provided throughout the project cycle

2. Strategy and Proposal development

2.1. Direct management of action plans and strategies for all programs

- Under the lead of the DCDP and TCU. facilitate and oversee the development of the relevant programs' strategies
- Facilitate and oversee the development of all programs' action plans, with regular updates and revisions as required
- Ensure the implementation of all strategies and action plans as appropriate

2.2. Proposal development

- Ensure that any new funding opportunities at field level is escalated to the Capital project development teams for discussion, and that the area team is aware of any new funding opportunity shared by the Capital Project Development teams
- Together with the relevant Technical Coordinator support the PMs in proposal conceptualisation (problem statement, logframe) within the framework of the country, regional and global strategy. When delegated by the AC, consolidate PMs inputs for the Capital Project Development Units.
- Support Project Manager and Project Coordinators to provide timely inputs for new proposal developments. Coordinate with the technical unit to ensure activities are technically solid, achievable, integrated and relevant to the context.
- Contribute to budget design ensure budget needs at area level have been taken into consideration

3. Appraisal, Monitoring and Evaluation

- Review with the AME Field Focal point the development of monitoring and evaluation tools to ensure that activities are effective, efficient, and timely developed
- Facilitate communication lines between AME at field level and AME in Capital, to support the role out of more strategic AME tasks and contribute to enhanced harmonization and learning
- Ensure that the implementation of recommendations by AMEU for all programs implemented at base level
- Foster capitalisation sessions between AME and Project teams before, during and after the implementation of activities and work closely with both PMs, AMEU and PDD to ensure the continuity of the learning cycle.
- Prepare area-level monthly coordination meetings to review AME findings
- Lead on identifying new areas for assessments for multi-sectoral or sector specific assessments in line with the area strategy, field needs and context development and ensure close coordination with the AMEM to plan for these assessment

4. External Engagement

- In consultation with the AC, be familiar with all major stakeholder country and regional strategies (including all major donors) and identify synergies with ACTED's operations
- Participate in external meetings as instructed by Senior Coordination
- Actively attend NGO coordination meetings and timely share meeting minutes and follow up action plans



- Ensure regular bilateral coordination with Cluster, Working Groups and other humanitarian actors as well as proactive presence and participation of ACTED relevant staffs in these coordination mechanisms and that meeting minutes are shared for ACs and relevant Capital Teams
- Represent ACTED with Local Authorities and stakeholders to ensure understand of ACTED activities methodologies and red lines.

5. Administrative and Operational Management of Project Implementation

- Ensure all Administrative and Operational management of project implementation is done in close collaboration with the relevant support head of department and DAC FLA

5.1. Finance

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

5.2. 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

5.3. Administration/HR

- Participate in the transparent and timely recruitment of project staff (developing organigrams, ToRs, elaborating recruitment tests)
- Proactively support Project 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

5.4. 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

5.5. 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

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 depending on education level, expertise, security level and experience
- Living allowance of 300 USD



- Lodging and food provided in the ACTED Guesthouse / or housing allowance (depending on the contract length and country of assignment)
- Flight tickets in and out + Visa taken in charge by ACTED
- Provision of medical and repatriation insurances

How to Apply

Please send your application including cover letter and CV to jobs@acted.org under **Ref: DAC Prog/WOS**