

Vacancy announcement

Position	Deputy Area Coordinator	Starting date	ASAP
Location	Raqqa, Syria	Type of contract	Fixed Term Contract
Contract duration	12 months	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	18
Number of areas	3
Number of national staff	92
Annual budget (EUR)	11.99M
Number of offices	7
Number of international staff	8

Position context and key challenges

Since 2012, ACTED has been implementing projects with vulnerable communities in Syria with a two-fold approach: ACTED provides life-saving support to vulnerable displaced persons, returnees, and host communities across Syria, through multi-sectorial rapid emergency services, and implements a wide range of resilience building interventions. Thus, ACTED has been able to strengthen its links with Syrian local communities and to develop an in-depth knowledge of local dynamics. A team of 900+ is currently working in Syria, with a coordination office in Amman.

Key roles and responsibilities

1. Positioning

1.1. Context analysis:

- Support thr AC to analyse the area's socio-economic situation, (donor) trends, needs and gaps;
- Regularly conduct stakeholder analysis, in particular who does what and where (3W) in the area.

1.2. Strategy Implementation: Provide support in the implemetation of ACTED's coutry program strategy in the area identifying strategic opportunities for expanding ACTED's work in the area, and in particular

- Support in the identification of new opportunities and new sectors of intervention;
- Assist in consolidating and stabilizing programming;
- Review the geographic and thematic footprint;
- Ensure activities are relevant and meeting area/beneficiary needs;
- Identify ACTED added-value;
- Ensure humanitarian principals are adhered to;
- Contribute to identifying new donors, private sector partners, national and international NGOs, think tanks, academia, etc. to work with in the area based on complementarity and added value;.

1.3. Networking, positioning and general representation:

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

1.4. Proposal development

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

2. Management and Internal Coordination

2.1. Staff Management

- a) Help staff in the area to perform their roles and responsibilities related to area operations and link with the capital 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) Support the AC to manage interpersonal conflicts among staff at area level

2.2. Internal Coordination

- a) Facilitate interdepartmental communication and information sharing for a positive working environment
- b) Implement ACTED coordination mechanism at area level (WAM, MAR, 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) Help Project Managers to adapt projects according to monitoring and evaluation findings
- d) Ensure beneficiary feedback mechanisms are in place
- e) Support with the documentation of best practices and lessons learnt for projects in the area of operations.

3.3. Partner Management

- a) Identify potential local partners in the area 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) Support in the management of project budgets at area level to avoid under/over spending
- b) Help with budget forecasting
- c) Ensure timely and accurate area finance TITANIC reporting

4.2. Logistics & IT Management

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

4.3. Administration and HR Management

- a) Oversee transparent and timely recruitment of national staff and contribute to international staff recruitment upon capital request
- b) Ensure regular performance appraisal and career management for staff at area level
- c) Ensure timely and accurate area HR TITANIC reporting
- d) 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) Support the AC in the analysis of the security context at area level
- b) Upon request, engage with relevant key stakeholders at area level to ensure access and support of interventions
- c) Ensure the offices and houses conform to recommended security, health and safety standards
- d) Ensure all staff in the area adhere to security procedures
- e) Ensure security incidents at area level are promptly reported to the 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: DAC/IRQ**