

Vacancy Announcement

Position	Deputy Country Director	Starting date	ASAP
Location	Various Locations	Type of contract	Fixed term
Contract duration	12 months (renewable)	Security risk level	Risky (3/4)

About Acted

For the past 30 years, Acted has been working at the forefront of humanitarian action to save lives. Acted supports more than 27 million people in 43 countries, meeting their needs in hard-to-reach areas, while pursuing a triple mandate as a humanitarian, environmental, and development actor. Acted relies on a deep understanding of local contexts to develop and implement long-term actions, in collaboration with a wide range of local and international partners, to collectively build a 3ZERO world: Zero Exclusion, Zero Carbon and Zero Poverty.

Key roles and responsibilities

The Deputy Country Director supports the Country Director in representing Acted's interests in **[country]** with government, donors and other key stakeholders. The Deputy Country Director supports building the programme profile in line with regional and global Acted strategy. The Deputy Country Directors supports the teams to achieve programme excellence and ensures the highest levels of accountability.

1. *Positioning and Fund Raising*

1.1. Context analysis: Ensure Acted has an up-to-date understanding of the country's socio-economic situation, (donor) trends, needs and gaps, and who does what and where (3W)

1.2. Strategy development and roll out: Support in developing and reviewing programme strategies and identifying strategic opportunities for expanding Acted's work in the country, and in particular

- a) Identify new opportunities and new sectors of intervention;
- b) Consolidate and stabilize programming;
- c) Review the geographic and thematic footprint;
- d) Ensure activities are relevant and meeting country/beneficiary needs;
- e) Identify Acted added-value;
- f) Ensure humanitarian principals are adhered to;
- g) Identify new donors, private sector partners, national and international NGOs, think tanks, academia, etc. to work with based on complementarity and added value;
- h) Formalize a country strategy in alignment with global/regional strategy.

1.3. Networking, positioning, and general representation:

- a) Establish, maintain, and improve active relationships with donors
- b) Establish, maintain, and improve active and regular working relationships with other NGOs, UN agencies, clusters, working groups, Alliance2015, consortia and academia
- c) Establish, maintain, and improve active and regular working relationships with host government authorities and where necessary non-state actors
- d) Ensure Acted is represented in key clusters, working groups, HCT and (I)NGO coordination bodies

1.4. Donor relationship and Proposal development

- a) Trigger the necessary assessment(s) to ensure proposals are relevant
- b) Oversee project proposal conceptualisation (problem statement, logframe) within the framework of the country, regional and global strategy and validate proposals before submission to HQ Grant Management Unit

- c) Oversee budget design
- d) Advise Project Development Department on specific donor approach/regulations.

1.5. Advocacy: (Co-)produce issue papers, advocacy notes, press releases on relevant humanitarian and development issues

1.6. Communications: Oversee and ensure timely emission of external communication tools/pieces on pertinent programming, approaches, critical issues etc.

1.7. Promotion of Acted sisters organisations: Keep abreast with and contribute to Acted's global initiatives and global trends, in particular Impact (REACH, Agora), Convergences and Oxus, integrate them into the country strategy and make linkages with relevant focal points (HQ/regional/national as relevant)

2. Management and Internal Coordination

2.1. Staff Management

- a) Ensure that Head of Departments understand and are able to perform their roles and responsibilities related to country operations and links with HQ/CD
- 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 and links with HQ/CD
- d) Management of interpersonal conflicts (internal and external)

2.2. Internal Coordination

- a) Facilitate interdepartmental communication and information sharing for a positive working environment
- b) Ensure implementation of Acted coordination mechanisms (WAM, MCM, MMR, MAR, FLATS meeting, etc.)

2.3. Conflict/Crisis Management

- a) Ensure linkages between HQ crisis support (psychologist, HR) and staff in the field
- b) Establishment and training of country crisis team
- c) Support the effective roll out of crisis related policies and processes

3. Project Implementation Follow-up

3.1. Project Implementation Tracking

- a) Ensure timely organization of project kick-off and close-out meetings
- b) Provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points
- c) Monitor output achievement, cash burn rates and ensure a time completion of projects through review of PMFs, BFUs and project reports

3.2. Grant Management: Ensure that contractual obligations are met in terms of deliverables as well as narrative and financial reporting requirements

4. FLATS Management

4.1. Project Quality Control:

- a) Ensure the development and application of a practical field-based M&E system/plan for each project

- b) Conduct field visits to project sites for monitoring, quality control and program staff mentoring and coaching
- c) Oversee internal and external program/project evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations as necessary
- d) Ensure beneficiary feedback mechanisms are in place
- e) Support learning by the country program from relevant best practice internally and externally both nationally and globally and make learning available for other programs

4.2. Partner Management

- a) Ensure that every partnership is formed based on an assessment of complementarity and added value and is designed and managed so that the partnership furthers achievement of Acted's country, regional and global strategy
- b) Analyze potential partners using documented selection methods and ensure that all partners comply with Acted and donor requirements and regulations

5. FLATS Management

5.1. Finance Management

- a) Anticipate financial risks and gaps in funding
- b) Mitigate risks/consequences of cash shortages
- c) Control project budgets to avoid under/overspending
- d) Ensure accurate and timely financial reporting,
- e) Ensure accurate budget forecasting and efficient cash flow management
- f) Open where possible discussion on payment conditions with donors to ensure cash pooling at HQ
- g) Ensure HQ cash advances are minimized, and donor debt is closely followed up
- h) Ensure timely and accurate finance TITANIC reporting

5.2. Logistics & IT Management

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

5.3. Administration and HR Management

- a) Ensure transparent and timely recruitment of national staff and contribute to international staff recruitment upon HQ identification
- b) Proactively adapt the staffing structure to needs and funding
- c) Ensure a competitive national salary grid in line with available funding
- d) Ensure regular performance appraisal and career management follow up
- e) Ensure timely and accurate HR TITANIC reporting
- f) Ensure timely exit forms
- g) Ensure proper follow up of personal folders

5.4. External Audit Follow-up

- a) Ensure recommendations from external audits are followed-up
- b) Oversee the preparation of external audits in close collaboration with the HQ

5.5. Transparency/Compliance Management

- a) Minimize risk of fraud and corruption by ensuring adherence to Acted FLATS procedures
- b) Manage fraud cases and links with CD/HQ
- c) Ensure that staff is aware of Acted's transparency and whistle blowing policy

- d) Ensure timely & accurate TITANIC reporting

5.6. Security Management

- a) Analyse the security context and define, analyse and evaluate risks
- b) Support managing serious security incidents and crises and links with CD/HQ
- c) When requested, engage with relevant key stakeholders to ensure access and support of interventions
- d) Address security and safety risks by developing proper standard operating procedures
- e) Ensure the offices and houses conform to recommended security, health and safety standards
- f) Ensure all staff adhere to security procedures
- g) Ensure security incidents are promptly reported
- h) Ensure timely and accurate security TITANIC reporting

5.7. Legal and Registration Follow-up

- a) Ensure Acted maintains a valid registration in country at all times where possible
- b) Follow-up litigation cases and links with CD/HQ
- c) Ensure compliance with country rules and regulations

Required qualifications and technical competencies

- Higher education (Master)
- Writing skills
- At least 3 years of experience abroad in management positions.
- Knowledge of the area is an asset.
- Very strong organizational skills
- Experience in managing large national and international teams
- Experience in project management, particularly with an institutional component
- Experience in community participation, linkage with local authorities
- Management and administrative skills
- Flexibility, adaptability, stress resistance
- Patience and negotiation skills, excellent written and oral communication skills

Conditions

- Salary : to be discussed depending on the mission and the profile
- Accommodation and food provided in Acted guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: DCD**