

Job Profile

Position	Deputy Country Director	Starting date	ASAP
Location	Islamabad, Pakistan	Contract	Fixed term
Contract Duration	12 months (renewable)	Risk Level	Sensitive

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	14
Number of areas	5
Number of national staff	175
Annual budget (EUR)	8.3M€
Capital Office	Islamabad
Number of international staff	3

Key roles and responsibilities

Positioning and Fund Raising

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)
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

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

3. Networking, positioning and general representation:

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

4. Donor relationship and Proposal development

- Trigger the necessary assessment(s) to ensure proposals are relevant
- 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
- Oversee budget design
- Advise Project Development Department on specific donor approach/regulations;

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

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



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)

Management and Internal Coordination

1. Staff Management

- Ensure that Head of Departments understand and are able to perform their roles and responsibilities related to country operations and links with HQ/CD
- Promote team building, productivity and staff welfare
- Mentor and support the team to build capacities, and improve efficiency and performance, and follow career management and links with HQ/CD
- Management of interpersonal conflicts (internal and external)

2. Internal Coordination

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

3. Conflict/Crisis Management

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

Project Implementation Follow-up

1. Project Implementation Tracking

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

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

3. Project Quality Control:

- Ensure the development and application of a practical field based M&E system/plan for each project
- Conduct field visits to project sites for monitoring, quality control and program staff mentoring and coaching
- Oversee internal and external program/project evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations as necessary
- Ensure beneficiary feedback mechanisms are in place
- 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. Partner Management

- 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
- Analyze potential partners using documented selection methods and ensure that all partners comply with ACTED and donor requirements and regulations

FLATS Management

1. Finance Management

- Anticipate financial risks and gaps in funding
- Mitigate risks/consequences of cash shortages
- Control project budgets to avoid under/over spending
- Ensure accurate and timely financial reporting,

- Ensure accurate budget forecasting and efficient cash flow management
- Open where possible discussion on payment conditions with donors to ensure cash pooling at HQ
- Ensure HQ cash advances are minimized and donor debt is closely followed up
- Ensure timely and accurate finance TITANIC reporting

2. Logistics & IT Management

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

3. Administration and HR Management

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

4. External Audit Follow-up

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

5. Transparency/Compliance Management

- Minimize risk of fraud and corruption by ensuring adherence to ACTED FLATS procedures
- Manage fraud cases and links with CD/HQ
- Ensure that staff is aware of ACTED's transparency and whistle blowing policy
- Ensure timely & accurate TITANIC reporting

6. Security Management

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

7. Legal and Registration Follow-up

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

Qualifications

- At least 4 to 5 years of working experience in insecure environments; preferably in Africa, Asia, or the Middle East



- Demonstrated communication and organizational skills
- Ability to train, mobilize, and manage both international and national staff
- Flexibility and ability to multi-task under pressure
- Ability to work well in unstable and frequently changing security environments
- Willingness to work and live in often remote areas under basic conditions
- Proven ability to work creatively and independently both in the field and in the office
- Advanced proficiency in written and spoken English

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

Application

Please send, **in English**, your cover letter, CV, and three references to jobs@acted.org Ref : DCD/PAK