

## Vacancy Announcement

<b>Position</b>	<b>Deputy Country Director – Programs &amp; External Relations</b>	<b>Starting date</b>	June 2025
<b>Location</b>	Kyiv, Ukraine	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 months (renewable)	<b>Security risk level</b>	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.

## Position's context and key challenges

Since the beginning of the conflict in 2015 and following the invasion by the Russian Federation in 2022, Ukraine has seen relentless military violence directly affecting over 12.7 million people in 2024, especially in areas close to the frontline. With over 500 staff and 13 offices along frontline areas, Acted has been a leading humanitarian actor in the country since 2015. In a challenging security environment, it is committed to providing emergency assistance, such as cash assistance, Shelter and WASH repairs, in-kind support, as well as early recovery support, including economic recovery support, support to local development and infrastructure reconstruction.

## Key roles and responsibilities

The Deputy Country Director – Programs & External Relations is a key member of the Senior Management Team at a country level, who will support and assist the Country Director (CD) in the overall management and leadership of the country programme. The Deputy Country – Programs & External Relations ensures the proper representation of Acted in the country vis-à-vis government authorities, donors, clusters/sectoral working groups, UN agencies and other NGOs. He/she develops and builds the programme profile in line with the country, regional and global Acted strategy and ensures the funding of its roll-out. He/she ensures an efficient, progressive, cost-effective and responsible growth of Acted in the country through strategic positioning and the quality implementation of projects.

### 1. Positioning and Fundraising

**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:** Take a lead role 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) Decide on and trigger the necessary assessment(s) by the MEAL Department to ensure proposals are relevant;
- b) Identify new donors for diversifying Acted donors' portfolio including private companies and private foundations;
- c) Identify potential relevant international and/or local partners (private sector partners, national and international NGOs, think tanks, academia, etc.) to be included in proposals and 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
- d) Oversee project proposal conceptualisation (problem statement, logframe) within the framework of the country, regional and global strategy and ensure inputs from Technical Coordinators (for example technical specifications, methodologies, approaches and tools) and MEAL (SMART indicators, lessons learnt and best practices from previous projects) into the proposal writing process;
- e) Validate proposals before submission to HQ Grant Management Unit
- f) Advise Project Development Department on specific donor approach/regulations;
- g) Assist the Country Director in negotiate proposal and/or contracts with donors.

#### **1.5. Grant Management**

- a) Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme, MEALU and FLATS team;
- b) Ensure project kick-off and close out meetings are conducted for each project;
- c) Ensure the development of quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner
- d) Ensure ad hoc requests from donors are addressed immediately

### **2. Program Technical Support and Coordination**

#### **2.1. Technical Support**

- a) Ensure sector specific project implementation modalities, methodologies and tools are designed (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution and sensitization);
- b) Ensure Technical Coordinators liaise with Project Managers on a regular basis and provide technical assistance to the projects whenever needed;
- c) Ensure the dissemination of tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences.

#### **2.2. Coordination**

- a) Ensure the development and maintenance of coherent sector strategies (i.e. WASH, food security, protection) across Acted's areas of intervention
- b) Promote harmonization of approaches and methodologies across the different projects within the same sector by overseeing the development and use of common tools, as well as creating opportunities for experience sharing and learning;
- a) Ensure Technical Coordinators provide technical inputs into proposal design.

### **3. Appraisal, Monitoring and Evaluation**

#### **3.1. MEAL Systems**

- a) Review and approve the country MEAL strategy;
- b) Review and approve consolidated MEAL work plan covering all ongoing projects and planned assessments of the mission;

- c) Ensure a clear MEAL framework for each ongoing project is developed based on project proposals, implementation plans, and donor reporting requirements;
- d) Ensure that MEAL findings are reflected and their recommendations are incorporated in future concept notes, proposals and implementation plans;
- e) Ensure MEAL policies and procedures are implemented as described in the Acted MEAL standard guidelines;
- f) Ensure electronic and/or paper-based MIS systems are maintained for tracking and reporting all quantitative and qualitative data and information including reporting on Acted's 16 global strategic program indicators;
- g) Ensure the effective functioning of the beneficiary CRM and that beneficiary complaints/feedback is adequately captured, analyzed, addressed and responded to in a timely manner and utilized by the program and coordination teams;

### **3.2. MEAL Implementation and Management**

- a) Trigger the necessary needs assessment(s) to ensure proposals are relevant;
- b) Review and approve mission plans for any assessments, monitoring and evaluations (baselines, mid-terms, endlines) for each of the projects;
- c) Ensure the implementation of appropriate data collection and analysis instruments, methodologies (e.g. survey questionnaires, focus group discussions, key-informant interviews) and data/information dissemination/utilization plans;
- d) Ensure the MEAL team provides data to the Project Development Team for use in preparation of reports to donors and other stakeholders, as required;
- e) Ensure the MEAL team contributes to donor proposals and fundraising efforts (particularly logical-framework designs and formulation of SMART indicators)

### **4. External Communication**

- a) Ensure the country PDD contributes to Acted's external communication strategy by feeding regularly Acted HQ Communication Department with informal updates on projects, a flash news, pictures, articles on projects progress and/or specific events for Acted communication tools, including, but not limited to, Acted Newsletter, websites and Acted Annual Report;
- b) Ensure the continuum of PR activities, including formal presentations, engaging media for coverage on success stories, updating project-specific and regional fact sheets, and documenting publications featuring Acted in the media;
- c) Oversee Acted's in country communication activities including media visits, photographer's mission, videos, etc.;
- d) Ensure the update and design of in country communication and visibility tools and publications, their dissemination and availability to Acted teams, as well as the capitalization of media and pictures of the mission;
- e) Follow, contribute to, draft and disseminate position papers, statements, reports and releases on Acted's engagements and humanitarian advocacy, in line with Acted's in country and global strategy as well as positioning, in close collaboration with the country director as well as HQ communication and programme departments.

## **5. Management and Internal Coordination**

### **5.1. Staff Management**

- a) Manage a team of MEAL Manager, Project Development Manager and Technical Coordinators delineating their responsibilities and follow-up the work plans and day-to-day activities;
- b) Ensure a positive working environment and good team dynamics;
- c) Manage interpersonal conflicts between departmental staff members;
- d) Undertake regular appraisals of staff and follow career management in link with CD.
- e) Review internal and external training needs of team members

### **5.2. Internal Coordination and Communication**

- a) Ensure interdepartmental communication and information sharing from the Base, to the Area, Capital, and even up to the regional and HQ offices by implementing Acted coordination mechanisms (WAM, MCM)

- b) Ensure regular and clear communication with Acted HQ Program Department and finance to keep it updated about latest development, so that the Program Department can best advise you ahead of a task.

### **5.3. Filing**

- a) Ensure the implementation of a filing system for contractual project documents both in hard and soft copies;
- b) Oversee the Resource Centre and ensure it is regularly updated with appropriate and relevant external and internal resources.

## **Required qualifications and technical competencies**

- 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.

## **Conditions**

- Salary between 4100 and 4200€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- 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](mailto:jobs@acted.org) under **Ref: DCD Prog/UKR**