



VACANCY ANNOUNCEMENT FOR EU AID VOLUNTEERS

GENERAL INFORMATION

Title of the vacancy: Junior EU Aid Volunteer – Project Development, Jordan

Region:

Jordan, Middle East

Sectors:

Project Development

Hosting Organisation:

ACTED Jordan

Sending Organisation:

ACTED

DESCRIPTION

Project description:

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 endeavours 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 4,600 national staff 400 international staff, ACTED is active in 37 countries and implements more than 500 projects a year reaching over 11 million beneficiaries.

The EU Aid Volunteers initiative provides opportunities to European citizens and long-term residents, from a wide range of backgrounds and with a diversity of skills and professional experience, to get involved in humanitarian aid projects, support the provision of needs based humanitarian aid in third countries and engage in volunteering opportunities, through deployment.



Operational and security context:

Through its coordination office in Amman, ACTED is working in Jordan to meet the needs of the refugee populations in the country, with a shift from lifesaving activities to long-term livelihoods programming. ACTED also provides support to Jordanian host populations and local actors, also affected by the challenges faced by the country, ensuring all can access basic services. In Za'atari camp, Azraq camp and Mafraq, ACTED teams play a key role in the management and coordination of refugee camps, support to informal tented settlement populations and provide emergency assistance to ensure people's access to food, water and hygiene and sanitation facilities. More broadly, ACTED works with municipalities and community organizations to build capacity and promote sustainable solutions.

Since 2011, Jordan has provided refuge to 1.2 million Syrians refugees, of which 656,900 are registered. 93% of Syrians are living in host communities, well below the poverty line, among which more than 15,000 live in informal tented settlements with other vulnerable populations. The influx of refugees has increased demand and pressure on the country's services and has had a significant impact on infrastructure, access to quality education, livelihoods, provision of water, hygiene and sanitation services and led to the emergence of protection concerns for both refugees and vulnerable Jordanians.

TASKS AND COMPETENCES

1. Fundraising

1.1 Context Analysis

- a) Contribute to the analysis of the country's socio-economic situation, (donor) trends, needs and gaps;
- b) Compile the who does what and where (3W) analysis

1.2 External relations

- a) Regularly update a directory of donors, international and local NGOs, other partners and stakeholders;
- b) Contribute to the reporting to national and local authorities as required by ACTED registration/legal status in country;
- c) When requested, represent ACTED in key clusters and working group meetings.

1.3 Fundraising and proposal development

- a) Support in the identification funding opportunities;
- b) Contribute to the identification of potential relevant international and/or local partners (private sector partners, national and international NGOs, think tanks, academia, etc.) to be included in proposals;
- c) Contribute to the development of fundraising documents (be it expression of Interests/ Concept Notes/ Proposals) in line with ACTED country



strategy and donor requirements and in close collaboration with AMEU, project managers, technical coordinators and FLATS teams as directed by the PDM / Country Director and with ACTED HQ GMU (Grant Management Unit) and finance;

- d) Integrate learning from previous interventions (e.g. lessons learnt and best practices) into new proposals

1.4 Contracting

- a) Contribute to addressing in a timely manner all comments by donors on proposals in liaison with relevant staff in country and ACTED HQ GMU and finance;
- b) Read thoroughly all contracts before signature, seeking ACTED HQ GMU and finance advice when required.

2 Grant Management

2.1. Contract follow-up

- a) Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme, AMEU and FLATS team;
- b) When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant staff in country and seek ACTED HQ Program Department advice on potential solutions that would meet donor rules.

2.2. Reporting

- c) Participate in and take minutes of kick-off and close out meetings for each project
- d) Write quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with ACTED HQ GMU and finance, which will contribute ultimately to steady cash inflow;
- e) Work in close relation with AMEU to incorporate AME data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from AMEU;
- f) Liaise with FLATS teams when preparing reports, especially with finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
- g) Contribute to the monthly update of the Reporting Follow Up (RFU) and ensure smooth and regular communication with ACTED HQ GMU.
- h) Ensure ad hoc requests from donors are addressed in liaison with the CD, programme and support teams;

2.3. Partner Follow-up

- a) Liaise with partners when required to develop relevant grant agreements in close coordination with ACTED HQ GMU and finance;
- b) Ensure partners report to ACTED in a timely and qualitative manner as per the requirements of the grant agreement.

3. Management and Internal Coordination

3.1. Internal Coordination and Communication

- a) Facilitate interdepartmental communication and information sharing from the Base, to the Area, Capital, and even up to the regional and HQ offices by taking minutes of the various ACTED coordination meetings
- b) Ensure these meeting minutes are sent monthly to HQ;
- c) Keep ACTED HQ GMU and finance updated on latest developments, opportunities and challenges so that GMU can best advice on the way forward.

3.2. Filing

- a) File properly contractual project documents both in hard and soft copies;
- b) Update regularly the Resource Centre at the office with appropriate and relevant external and internal resources.

4. External Communication

- a) Contribute to ACTED 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 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;

5. EUAV Communications

- a) During the deployment period, the volunteers will have to realize communications activities in order to raise awareness of the EUAV imitative, share volunteer experiences and opportunities, encourage spirit of volunteerism and positive activism and create European connections.
- b) The EU Aid Volunteer will have to follow his/her communications plan, built with the Communications department during the induction session.

Required competences:

Transversal competences

Demonstrating leadership
 Volunteering mind-set
 Autonomy
 Accountability

Specific competences

Understanding the humanitarian context of the EU Aid Volunteers initiative and applying humanitarian principles
 Managing projects in humanitarian contexts

Technical competences

Project Development

Apprenticeship

The apprenticeship for this position will be based in ACTED’s HQ in Paris, France. During the apprenticeship the Volunteer will be managed by a line managers from the Grant Management unit, where there we will be interacting with departments within ACTED HQ and with field missions.

SELECTION CRITERIA AND CONDITIONS

Eligibility and exception criteria:

The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.

Minimum requirements:

Bachelor’s or Master’s degree in humanitarian studies / Political Science / M&E / Project Development
 Fluent English (written and spoken), excellent writing and communication skills;
 Ability to work under pressure in a fast-paced environment;
 Good organisational and prioritisation skills;
 Proficiency in Microsoft Office;

Conditions of service:

Deployment dates:

January 2020- September 2020 (Apprenticeships November 2019 – December 2019)

Learning opportunities:

This program places great importance on the EUAV management and career development. The selected volunteers will undertake a learning and development program that will include an induction, trainings during the deployment and a post-deployment support and dissemination activities. Their learning and development plan will be completed with the support of a mentor and their line manager

Working and living conditions:

EU Volunteer benefits include: subsistence allowances in line with EU Aid Volunteer daily allowances (**675.79 euros per month in France, 395.64 euros per month in Jordan**), coverage of all accommodation during apprenticeship in Paris, and in ACTED guesthouse

when in the field, travel costs (return flight from Jordan), a luggage allowance of 50 kg, provision of medical, repatriation, and life insurance, reimbursement of visas and vaccinations costs and resettlement allowance (100 per completed month of deployment).

SELECTION PROCESS

Closing date:
20/08/2019

Shortlisting and interviews:
August 2019

Interview process:
Candidates will be shortlisted and invited to take part in a Skype or face-to-face interview (depending on location). Two-interview process with relevant stakeholders from HR and Program departments and staff based in the field.
Please note that the final stage of the recruitment process for this position will be a mandatory ten day training. The training will take place from 25th September - 9th October in Belgium. Candidates who are shortlisted will need to be available to attend the mandatory training. In preparation for this the selected candidates will be required to undertake 30 hours of e-learning prior to attending the face-to-face training. Costs for travel and accommodation to attend this stage in the recruitment process will be provided. The final selection will then take place after successful completion of the online and face-to-face training.

Expected date on decision of outcome:
August/September 2019

Expected Timetable:
Date of training: October 2019
Apprenticeship placement dates (leave blank if not foreseen): November 2019 – December 2019
Pre-deployment preparation and induction: November 2019
Deployment: repeat dates given above: January 2020 – September 2020
Post-deployment activities: October 2020