

## Vacancy announcement

<b>Position</b>	<b>INGO Humanitarian Advisor</b>	<b>Starting date</b>	June 2023
<b>Location</b>	Only in Government of Yemen controlled areas	<b>Type of contract</b>	Fixed Term Contract
<b>Contract duration</b>	12 months (renewable)	<b>Security Risk Level</b>	Very Risky (4/4)

### 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 5,900 national staff and 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

ACTED has been present in Yemen since 2012 with a coordination office in Sanaa, and 6 area offices in Aden, Al Dhalee, Marib, Saadah, Dhamar, and Al Hudaydah. ACTED currently intervenes in 8 governorates (Aden, Al Dhalee, Al Hudaydah, Abyan, Marib, Raymah, Saadah, and Dhamar). Key areas of intervention focus on providing emergency response, Durable Solutions, and sustainable development depending on each governorate's unique circumstances. ACTED achieves these goals by focusing on several key sectors, namely: WASH, Food Security and Livelihoods, Sustainable Agriculture, Camp Coordination and Camp Management (CCCM), Infrastructure Rehabilitation, Economic Recovery, Capacity-Building of Local Civil Service Organizations, and Cash & Voucher Programs. ACTED is a proud member of the Cash Consortium of Yemen (CCY), Yemen Displacement Response (YDR) consortium, and recently led a flagship consortium project focused on developing Pathways to Durable Solutions for IDPs in Yemen.

Prior to the commencement of conflict in Yemen in 2015, ACTED focused more heavily on development projects (infrastructure, sustainable WASH, etc.), whereas the needs began to shift towards emergency response programming as the situation evolved. In response, ACTED has adapted its programming to best suit the needs of each governorate, whether that be emergency response, sustainable development, or through a hybrid approach.

### Key roles and responsibilities

The GoY INGO Humanitarian Advisor is responsible for ensuring the INGO coordination mechanism for the South/GoY areas of Yemen is a well-run and inclusive INGO network that works impartially with all partners active in Yemen and represents the position of the global South INGO community on key humanitarian issues. S/he leads meetings, spearheads joint INGOs initiatives, and works to enhance engagement of INGOs throughout coordination mechanisms. The Advisor reports to the South Steering Committee (SSC), and the group is accountable to the overall national CD group.

The Advisor ensures effective information exchange, representing and advocating on common positions and agreed interests of the INGOs. The position aims at building sustainable and productive relationships between INGOs, authorities, UN, Donors, and diplomatic missions in-country, taking into consideration the operational complexities. The Advisor is also responsible for the secretariat of the GoY INGO Coordination group. S/he supports the work of the SSC through the following key tasks: coordination, information sharing, advocacy, policy/position paper production, authorities/donor/UN engagement.

The successful candidate will serve as the focal point for the coordination needs of INGOs operating in the South of Yemen and is expected to ensure the neutrality and credibility of its information and representation. The Advisor will work towards; 1) Strategic coordination and oversight of the GoY INGO Coordination Group secretariat; 2) Coordination and Communication; 3) Partnership Relations.

#### 1. Strategic coordination and oversight of the South INGO Coordination Group secretariat

- Strategic coordination of the South INGO group secretariat through bi-weekly meetings.
- Maintain a thorough understanding and develop messaging on operational constraints and policy-related issues affecting INGOs in the GoY area.
- Act as focal point for information sharing with and among INGOs on relevant issues.
- Provide a conduit for the UN, authorities, donor representatives and other stakeholders to communicate and coordinate with INGOs for South-related issues.
- Participate in government, UN, and other policy and planning processes to neutrally representant, together with the SSC, the South INGO's common position.

- Conduct policy analysis and analyze information in collaboration with the SSC and other focal points in consulting on and drafting common INGO position/policy papers on key issues.
- Along with the SSC, represent the South INGO community at high-level fora including UN forums, DHC meetings, donor meetings and other representative bodies as required. Talking points should be drafted and agreed ahead with the Steering Committee.
- Increase and enhance engagement of and input from partner INGOs into the coordination system.

## 2. Coordination and Communication

- Ensure transparent coordination mechanisms and regular information-sharing between INGOs and other stakeholders.
- Schedule South INGO Coordination group meetings and SSC meetings, draft agendas, invite external speakers and follow up on relevant action points.
- Ensure SSC's representation in the different Working Groups and Coordination Fora: CD group, A-HCT, SMT, HAWG, AWG, Hub/Clusters when appropriate, etc.
- Along with the SSC, represent the South INGO's community in key meetings with donors, UN and authorities and ensure the dissemination of written minutes/notes.
- Encourage active and open dialogue between the INGO community and its coordination groups.
- Ensure documentation and/or sharing of lessons learned/best practices on strategic or operational issues and actively share information with other coordination platforms.
- Together with the SSC, liaise with the HAWG and AWG, ensuring key messages are shared and activities and advocacy messages are coordinated and consistent.

## 3. Partnership Relations

- Work to ensure effective strong collaboration between the South Area Managers/CD group and national CD group through building engagement in South level planning and coordination.
- Provide a first point of contact for general inquiries regarding the work of INGOs in the GoY controlled areas.
- Provide orientation briefings to new Area Managers/GoY-based Country Directors.
- Maintain and/or develop productive relationships with key individuals in relevant government ministries, INGO community, UN Missions, other donors, etc.
- Work to ensure a smooth working relationship between the secretariat and the host organization, updating the Steering Committee chairperson on issues affecting the host organization and its team.

## Required qualifications and technical competencies

- 4 years' experience in humanitarian programming (ideally in an emergency setting, protracted crises, refugee/IDP crises, or post-conflict recovery), with at least 2 years' experience in country program senior management.
- Previous experience with directly coordinating INGO networks or sectors/clusters desirable.
- Experience in representation at HCTs, inter-cluster meetings, and other IASC coordination mechanisms, as well as with governments, donors, national civil society, and UN agencies.
- Knowledge and understanding of the UN system, humanitarian coordination architecture, and humanitarian principles is required.
- Demonstrated management skills.
- Experience developing or managing humanitarian policy analysis and advocacy.
- Knowledge of the Yemen context is an asset.
- Master's degree in humanitarian affairs, development studies, public policy, international relations, or a related field (or equivalent professional experience) is required.
- Fluency in English. Arabic is desirable

## Conditions

- Salary between 3425 and 4900€ 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
- Rest & Recuperation (R&R) every 2 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 including cover letter, CV to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: INGO Humanitarian Advisor/YEM**