

Vacancy announcement

Position	CCCM Project Coordinator	Starting date	ASAP
Location	Maban, South Sudan	Type of contract	Fixed contract
Contract duration	12 months renewable	Security Risk Level	Risky (3/4)

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 4,800 national staff 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Country Profile

Number of projects	25
Number of areas	5
Number of national staff	498
Annual budget (EUR)	14,988,429 M euros
Number of international staff	25

Position context and key challenges

ACTED has been present in South Sudan since 2007, and is currently operating in Western Bahr-el-Ghazal, Warrap, Jonglei, Upper Nile, Lakes, and Central Equatoria states. ACTED focuses on emergency and relief works around water, sanitation and hygiene promotion; basic infrastructure; food security and livelihoods; and integrated camp management. All of these interventions continue to provide basic and life-saving assistance to vulnerable populations, specifically IDPs, refugees and host communities.

Since the aftermath of the South Sudanese conflict that erupted in December 2013, ACTED has been contributing to the delivery of humanitarian services to 1.7 million displaced persons, 270,767 refugees, and 5.1 million people in need. ACTED continues to providing camp management services in 2 Protection of Civilian (POC) Sites, 1 informal settlement and 2 refugee camps, while contributing to Camp Coordination as co-lead of the Camp Coordination and Camp Management cluster. Acknowledging the importance of engaging in early recovery to transition towards sustainable solutions, ACTED supports communities in improving their livelihoods through the promotion of income generating activities, community saving groups, and Agro Pastoralist Field schools in Greater Bahr al Ghazal, Greater Upper Nile and Lakes.

ACTED provided emergency relief and continued to acknowledge the potential for stabilization and early recovery. Thus, it provided emergency food, shelter and water, hygiene and sanitation assistance to 159,936 internally displaced people in and outside camps, through its static and mobile Camp Coordination and Camp Management (CCCM) response, while strengthening local structures and improving site management, service provision coordination and advocating for improved coverage of the needs and services.

ACTED also invested in resilience and long-term programmes. Through its Agro-Pastoral Field School (APFS) approach, ACTED improved families' food security level by providing inputs, strengthening decision-making capacities and mentoring on best practices. Complementary, it invested in climate-smart farming practices, natural resources management and saving loans associations, allowing farmers and entrepreneurs to launch and/or reinforce their businesses and income, better access to markets and enhance capacities to cope with external shocks.

Key roles and responsibilities

To ensure that the UNHCR-funded CCCM/SNFI project in Maban County Refugee Camps is implemented in a timely and professional manner, according to objectives, goals and indicators, in line with donor requirements and based on beneficiary needs.

1. Project Management

Programmatic deliverables Management: Ensure timely/qualitative CCCM/SNFI activities' implementation with the support of the CCCM/SNFI heads of unit:

- (i) Support to Community Self-management
 - Deploy mentoring scheme of the newly elected Camp Executive Committee members (i.e. one on one handover);
 - Conduct refresher training of the board members of all ACTED-mentored sectoral committees.
- (ii) Establish/strengthen coordination mechanisms

- Facilitate the camp-level / cross-camps monthly coordination meetings with the support of the (i.e. organize meetings, disseminate minutes);
 - Facilitate any ad hoc meeting involving camp leadership structures and one or more agencies / partners;
 - Ensure bi-monthly meetings are held with the Community Watch and Youth Committees of each camp;
 - Facilitate a workshop on Camp Coordination / Information Management for senior management staff of agencies / partner intervening in Maban.
- (iii) Communication and Community Engagement
- Ensure roll out of quarterly awareness sessions across camps;
 - Ensure mobilization of camp leadership structures on any event that require their presence (i.e. regular events featured in the monthly activity calendar or ad hoc requested meetings).
- (iv) Information Management
- Ensure monthly consolidation/dissemination of the activity calendar of each camp;
 - Gather pictures of the agencies/partners intervening in Maban for the next quarterly camp profiles;
 - Regularly update the new arrival and burial clothing tracker;
 - Conduct a monthly review of the Complaints and Response Mechanism (except for level 4 and 5 that are referred immediately).
- (v) Provide core relied items support
- Conduct monthly soap distribution;
 - Refer all fire incidents cases to UNHCR Feld for Emergency CRI support.
- (vi) Shelter material and maintenance tool kits provided
- Support the Senior Shelter Officer in the facilitation of the monthly meetings of the Shelter and Infrastructure Committee of each camp;
 - Support the Senior Shelter Officer in consolidating a practical training package (i.e. 2nd /last training of the year to be conducted in September);
 - Support the launch of any procurement necessary to the implementation of shelter and infrastructure activities.
- (vii) General operations constructed and sustained
- Follow-up on the procurement of the items/material necessary to the rehabilitation of the old Camp Executive Committee of Batil.

Reporting: Ensure timely submission of weekly/bi-weekly reports by all heads of units. That is submission of:

Internal:

- Bi-weekly progress report by the deputy camp managers (i.e. merging the bi-weekly reports of their camp officers);
- Monthly NFI distribution report by the NFI distribution officer;
- Provide regular bi-weekly updates to AME unit (verbal).

External

- Monthly operational updates by the deputy camp managers (i.e. merging their bi-weekly reports) to UNHCR Field Office;
- Weekly progress report by the Senior Shelter Officer to UNHR Site planning unit;
- On-site distribution report / tracking by the NFI Distribution Officer to UNHCR Field Office;
- Monthly report / PMF & Indicators' table update by the CCCM Coordinator to Project Development team in Juba.

Finance Management:

- Update monthly of the financial follow-up tool (i.e. BFU) including crosschecking committed/paid costs but also forecasting upcoming expense;
- Ensure that all procurements / casual labor requests are within the forecasted limit, avoiding any overspent / underspent.

Logistics & IT Management:

- Raise all necessary procurements in a timely and ACTED processes – compliant way;
- Follow-up with Logistics department to ensure timely delivery of all procured items (i.e. PM review, quality check, signature of stock reception...);
- Oversee CCCM/SNFI Program item release from the warehouse (i.e. sign stock exits and gate passes).

Administration and HR Management:

- Oversee all CCCM/SNFI staff recruitment process (i.e. raise staff request, support shortlisting, support at interview / written test stage and communicate selected candidate);
- Sign all HR documentation for CCCM/SNFI staff (i.e. leave requests, attendance sheets, TOIL...).

Transparency/Compliance Management:

- Ensure regular filing of all program documentation (i.e. regular update of activity summary (soft copies) and filing of the hard copies).

Security Management:

Report any safety/security incident involving ACTED staff / premises / items to Area Coordination and Security departments.

2. Camp Coordination/Management

- Identify any matter within the camps requiring inter-partner/agency coordination and support the access to coordination platforms (e.g. ad hoc / emergency meetings);
- Advise on the community mobilization schedule of the different agencies/partners intervening in Maban;
- Report any safety/security incidents arising in the camps to UNHCR Field unit.

3. Support development of the CCCM/SNFI Toolkit

Develop training package

With the guidance of the CCCM Coordinator, flesh out the CCCM training portfolio especially for trainings targeting ACTED-mentored sectoral committees. That task will entail the development of training modules and refresher quizzes on following topics: Leadership, Conflict Resolution / Mediation, Public speaking and Minutes recording.

Develop SoPS

Support the development of Standard Operating Procedures (i.e. Distribution in Maban, Coordination / Information Management in Maban).

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
- Advanced proficiency in written and spoken English

Conditions

Salary defined by the ACTED salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
Additional monthly living allowance
Free food and lodging provided at the organisation's guesthouse
Transportation costs covered, including additional return ticket + luggage allowance
Provision of medical, life, and repatriation insurance

How to Apply

Please send your application including cover letter and CV to jobs@acted.org under **Ref: PC CCCM/SSUD**