Vacancy announcement

<table>
<thead>
<tr>
<th>Position</th>
<th>Protection Project Coordinator</th>
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<tbody>
<tr>
<td>Location</td>
<td>Tunis, Tunisia (in the first place) &amp; Benghazi, Libya</td>
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<tr>
<td>Contract duration</td>
<td>12 months renewable</td>
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<td>Starting date</td>
<td>Mid-july/August</td>
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<tr>
<td>Type of contract</td>
<td>Fixed-term Contract</td>
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<tr>
<td>Security Risk Level</td>
<td>Calm (Tunisia) to Very Risky (Libya)</td>
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**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 Child Protection & Education 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

**Position context and key challenges**

ACTED has been programming in Libya since March 2011, initially focusing on responding to the humanitarian crisis in the wake of the conflict and on providing vital humanitarian assistance to displaced and vulnerable populations. During this period ACTED utilized its assessment and mapping capabilities to help coordinate and provide information for the humanitarian response and reconstruction of the country.

Since January 2012 built on the strong networks developed during the emergency response, ACTED is offering capacity building, grants, and networking opportunities to Child Protection & Education and local governance actors under its Civil Initiatives Libya (CIL) banner in cooperation with GIZ, EuropeAid and MEAE, as well as support to social entrepreneurs funded by the British Embassy in Libya. The overall objective of CIL is to define methods and approaches, adapted to the Libyan context, and aiming at improving the resilience of communities and local institutions in time of crisis.

Since 2014, ACTED is working on cash-based intervention in partnership with ECHO, GAC and UNHCR to address the needs of the IDPs and returnees in the post-conflict areas. Furthermore, in 2017, ACTED, in partnership with other organizations, set up a Rapid Response Mechanism and a protection monitoring project in the eastern region. The coordination team based in Tunis is managing our operations implemented from three field level offices in Tripoli, Benghazi and Sebha with support of 70 national and 10 international staff.

In 2019, ACTED in Libya implements a two-fold approach addressing humanitarian needs through life-saving assistance for the most vulnerable, while supporting the recovery and development of conflict-affected communities. ACTED provides assistance through cash-based interventions and protection response – community and household level monitoring, referral system, and a helpline – to mitigate the impact of the protracted humanitarian crisis.

ACTED further works towards community stabilization by implementing Quick Impact Projects (QIPs) and infrastructure rehabilitation to strengthen social cohesion, improve service delivery and meet urgent infrastructure needs within the communities. ACTED also supports local actors, mainly Child Protection & Education organizations, through capacity-building and financial support. In 2019, ACTED has supported 45+ CSOs in playing an active role in emergency responses and development efforts in their communities.

You will first be based in Tunis, Tunisia. Once we get your visa for Libya, you will move to Benghazi, Libya, and might have frequent travels to Derna.

**Key roles and responsibilities**

1. Child Protection & Education Project Implementation Follow-up

1.1 Child Protection & Education Project Planning

a) Ensure timely organization of project kick-off and close-out meetings
b) Ensure that all projects have an implementation strategy and work plan
c) Together with Project Managers, plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

1.2 Child Protection & Education Project Implementation Follow-up

a) Oversee the implementation of Child Protection & Education projects ensuring that technical requirements and quality standards are considered and respected during project implementation
b) Anticipate and mitigate risks and implementation delays and provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points
c) Monitor output achievement, cash burn rates and ensure a timely completion of projects through review of PMFs, BFUs and project reports
d) Ensure that contractual obligations are met in terms of project deliverables

1.3 Child Protection & Education Project Quality Control
a) Ensure the application of a practical field based M&E system/plan for each project
b) Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources
c) Advise Project Managers to adapt projects according to monitoring and evaluation findings
d) Advise on and assist with project reviews conducted by AMEU
e) Together with the AMEU team, ensure capitalisation of best practices and lessons learnt for projects in the area of operations

1.4 Implementing Partners
a) Support the Project Managers to regularly review partnerships with implementing partners and ensure that any issues or disputes are resolved in a timely manner.
b) Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with ACTED and donor requirements
c) Lead review meetings with partners, with particular attention given to the relationship aspects of partnership collaboration

d) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner

1.5 External Relations
a) Establish, maintain, and improve active and regular working relationships with local authorities and where necessary non-state actors and obtain required authorizations and buy-in for ACTED’s activities
b) Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project implementation
c) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner

2. Administrative and Operational Management of Project Implementation
2.1 Finance
a) Review the project BFU(s) to avoid under/over spending
b) Ensure accurate budget forecasting and expense planning

2.2 Logistics
a) Contribute to the development of project procurement plans
b) Contribute to quality checks and procurement committees to finalise suppliers’ selection according to applicable scenario
c) Ensure timely procurement and adherence to rules of origin and nationality

2.3 Administration/HR
a) Participate in the transparent and timely recruitment of project staff (developing organigrams, ToRs, elaborating recruitment tests)
b) Proactively support Project Managers and Area Coordinators to adapt the project staffing structure to needs and funding
c) Ensure regular performance appraisal and career management of project teams
d) Ensure a positive working environment and good team dynamics
e) Manage interpersonal conflicts
f) Ensure capacity building among project staff

e) Manage interpersonal conflicts

2.4 Transparency/Compliance
a) Ensure project records and documents (FLAT files, beneficiary lists, donation certificates, attendance sheets etc.) are adequately prepared, compiled and filed according to ACTED procedures
b) Ensure staff awareness and respect of ACTED’s code of conduct and FLATS procedures

2.5 Security
a) Together with the Security focal points, assess risks in the areas of project implementation and develop context specific MOSS and SOPs
b) Ensure that project teams are aware of security threats and follow ACTED security policies, MOSS and SOPs accordingly

2.6 Implementing Partners
a) Support the FLATS team, Area Coordinators and Project Managers to ensure adherence to ACTED’s policies and procedure, arranging training and induction as required
b) Ensure that all budgetary issues between ACTED and partners are addressed and that mutually beneficial solutions are agreed upon in a timely manner
c) In collaboration with the FLATS team, review due diligence of partners or conduct new due diligence and develop appropriate time bound organisational development workplans
d) Oversee the development of capacity building framework and action plans with full participation of partners
e) Ensure partners provide all project documents required by ACTED and its donors in a timely manner and according to ACTED standards.
### Required qualifications and technical competencies
- Master Level education in a relevant field such as International Relations or Development
- Extensive project management experience in emergency and/or development
- Proven capabilities in leadership and management required (large team)
- Perfect verbal and written communication skills in English
- Knowledge of local language and/or regional experience an asset
- Ability to work well and punctually under pressure

### Conditions
- Salary between 2000 and 2100€ 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
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-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 and CV to jobs@acted.org under Ref: PC Child Protection/LIB