

## Vacancy announcement

<b>Position</b>	<b>Projects Development Manager</b>	<b>Starting date</b>	May 2019
<b>Location</b>	Juba, South Sudan	<b>Type of contract</b>	Fixed Term Contract
<b>Contract duration</b>	6 months (renewable)	<b>Security Risk Level</b>	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 4,300 national staff 300 international staff, ACTED is active in 35 countries and implements more than 450 projects a year reaching over 11 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Country Profile

Number of projects	18
Number of areas	5
Number of national staff	355
Annual budget (EUR)	19,24M
Number of offices	5
Number of international staff	37

### Position context and key challenges

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.

#### Improving effective delivery of services in displacement sites

As camp manager, ACTED coordinates the delivery of services to internally displaced people and refugees in Maban, Awerial, Bor and Juba Counties benefiting a total of over 140,000 refugees and 110,000 internally displaced persons. Within the scope of camp management interventions, ACTED's team in South Sudan undertake a multi-sectoral approach to establish and empower internal governance structures, ensure access to water and hygienic facilities, facilitate peace between host and displaced communities, and increase the protection of people with special needs. A high emphasis was put in establishing accountability and feedback system at the various displacement sites to improve the delivery of services.

#### Ensuring access to safe water and a sanitary and hygienic living environment

In 2015, ACTED prioritized the provision of water and sanitation services to people at risk of disease outbreak as well as displaced populations with limited access to water and sanitation facilities. ACTED has been expanding the provision of water and sanitation services to the refugee population of Doro, Kaya and Gendrassa camp and improved sanitation practices in rural areas such as Akobo county.

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## Key roles and responsibilities

The program development manager is responsible for ensuring the production of timely reports for Donors and for developing a country communication strategy, both internal and external.

### 1. Ensuring the Production of Timely, Accurate and Analytical Reports for Donors

Understand and disseminate Donors guidelines

- \* Liaise regularly with Area Coordinators, Programme Managers and technical staff to ensure the production of quality reports across areas and across Donors;
- \* Recruit and train Reporting Officers (both expatriate interns and/or national staff, if appropriate) to build up a productive and high performance team in line with ACTED's principles of cost effectiveness and capacity-building;
- \* Supervise the work, learning and progress achieved by all Reporting staff on the field to ensure quality and timeliness of reports;
- \* Work in close relation with AME Department to develop and incorporate more solid monitoring and evaluation components in reports;
- \* Work in close relation with Finance Department to ensure greater coherence between financial and narrative reports, and ensure steady cash inflow based on the timeliness and quality of report submissions.
- \* Work in close relation and communicate on a regular basis with HQ reporting department, notably on the basis of the monthly Reporting follow up

### 2. Developing Internal Coordination and Communication mechanisms

- \* In relation with the Country Director, ensure that all meetings are held and documented (capital coordination meetings, area coordination meetings, monthly coordination meetings, quarterly country coordination meetings);
- \* Ensure in particular that reporting guidelines, formats, philosophy, deadlines for each project and donor is communicated clearly and standardized across the country for new and on-going projects;
- \* Follow-up meetings at the field level and in the capital, between the bases and between the country programme and HQ/other ACTED operations through the ACTED Newsletter;
- \* Draft agenda and minutes of country-wide meetings, with the assistance of the Reporting staff.

### 3. Developing an External Donor Relations Strategy

- \* Update on a weekly and monthly basis the external relations database, which documents latest negotiations and proposal possibilities with a number of key donors;
- \* Manage a team of Area Coordinators, Programme Managers and technical staff to ensure that proposals are developed in a cohesive and professional manner and in line with ACTED country strategy and donor requirements;
- \* Act as point of contact for all Donor communication, including the organisation of and hosting of Donor visits in the field.

### 4. Developing an External Communication Strategy

- \* Define the main target groups, activities, resources and partnerships needed;
- \* Ensure 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 ;
- \* Identifying sources of funding for a more cohesive public information strategy in-country.

### 5. Assisting the Country Director in developing the country strategy, project proposals, addressing ad hoc donor requests or catalysing action on specific projects or components of projects

## Required qualifications and technical competencies

- Postgraduate diploma in International Development and (or) relevant Master's level degree (anthropology, development studies, humanitarian aid, sociology);
- Fluency in written and spoken English
- Strong writing abilities and analytical skills
- Skills in political sciences or international relations
- Ability to work efficiently under pressure
- Previous experience in the humanitarian field, proposals development, and donor relations are required
- Previous experience abroad is required

## 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 organization'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, CV and references to [jobs@acted.org](mailto:jobs@acted.org) under Ref: **PDM/SSUD**