

## Vacancy announcement

<b>Position</b>	<b>Protection Project Manager</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Benghazi, Libya	<b>Type of contract</b>	Fixed Term Contract
<b>Contract duration</b>	6 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 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	2
Number of national staff	43
Annual budget (EUR)	6M
Number of offices	2
Number of international staff	8

### 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 civil society 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.

### Key roles and responsibilities

#### **1. Ensure external representation of ACTED in relevant sectors**

- Representation vis-à-vis National partners in Libya, university, municipality, CSO's...
- Representation vis-à-vis International partners, Donors and other Implementers:

Participate in coordination meetings with DEU and MEAE, and if necessary in Local Governance coordination Platform;

More generally, the Program manager is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of ACTED's mandate, ethics, values and stand-point with regard to other actors.

#### **2. Project Cycle Management**

- Support project implementation:

Plan the various stages of activities implementation;

Guide the implementation of the activities and the methods of follow-up, through the PMF

Support management of project finances, logistics and materials;

Liaise with all internal and external counterparts of the project;

Assess the activities undertaken and ensure efficient use of resources;

- Project reporting requirements:

Support PD team and finance team for drafting narrative reports and contributing to the development of financial reports through regular budgetary follow up;

Ensure adherence to FLAT procedures.

#### **3. Provide Relevant Technical Expertise**

- Ensure that technical quality and standards are considered during project implementation:

Collect technical information and analyse associated opportunities and risks;

Identify relevant technical authorities and partners, and propose formal partnership and/or contracts.

- Undertake quality control, along with AME team:

Analyse technical added-value and project impact;

Set up technical evaluation exercises during and following implementation.

#### **4. Oversee Project Staff and Security**

- Guide and direct project staff:

Prepare and follow work plans with each national project staff;

Ensure the linkage between Tunis programming and Libya field implementation of activities, through regular visits;

Ensure a positive working environment and good team dynamics (solve out potential conflicts);

Promote team working conditions in the limit of private life;

Ensure a building of capacity amongst technical staff in the relevant sectors.

- Oversee staff security:

In cooperation with the relevant Security Officer, monitor the local security situation and inform the Country Director or Area Coordinator and Country or Area Security Officer of developments through regular written reports;

Contribute to the updating of the security guidelines in the project area of intervention;

Ensure that security procedures are respected by each member of the project team.

#### **5. Identify Best Practices and Lessons Learned**

Collect information and tools employed for project implementation;

Draft memos detailing lessons learned and best practices identified during the project;

Share such memos with internal and external partners;

Communicate such information to CIL Director, to Country Director, to HQ Reporting Department and to IMPACT INITIATIVES

### **Required qualifications and technical competencies**

At least 5 years of field experience in program management and coordination

Familiarity with the aid system, and ability to understand donor and governmental requirement

Good knowledge of local governance systems and CSO support

Excellent communication and drafting skills

Able to coordinate and manage staff and project activities

Proven ability to work creatively and independently both in the field and in the office

Being a strong team player and adept at creating a strong team spirit;

Ability to organize and plan effectively

Ability to work with culturally diverse groups of people

Ability to travel and work in difficult conditions and under pressure

Knowledge of Arabic and regional experience are an asset

### **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, + 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: PM Protection/LIB**