

**Vacancy announcement**

<b>Position</b>	<b>Partnership Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Paris, France	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	4 months (renewable)	<b>Security Risk Level</b>	Calm (1/4)

**About ACTED**

Since 1993, as an international non-governmental organization, ACTED has been committed to provide immediate humanitarian relief in order 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. 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 5,000 staff, ACTED is active in 37 countries and implements more than 450 projects a year reaching over 16.7 million beneficiaries.

**ACTED HQ**

In ACTED HQ, more than 80 staff are dedicated to the operational support of projects implemented in our countries of intervention.

**Position context and key challenges**

The Partnership Officer supports and promotes ACTED's partnership strategy. He/she facilitates specific partnership processes as well as partners' organizational and institutional capacity development. The Partnership Officer reviews and assesses multiple partners with a view to develop relationships with existing and potential partners. He/she assesses their suitability for a partnership by using institutional assessment tools available within ACTED to determine partner strengths, weaknesses, capacity and capability to implement projects in countries of operation.

**Key roles and responsibilities**

- Coordinate the due diligence/vetting of international partner organizations and develop reciprocal due diligence agreements;
- Assist the Vice CEO Programmes, Impact and Accountability in the formulation and roll-out of ACTED's partnership strategy;
- Assist ACTED teams to identify appropriate and realistic entry points for working with partners on the ground, and ensure that the teams have the support to carry this out effectively and sensitively;
- Provide advice and guidance to internal stakeholders, on the importance and effective methods of partnership engagement
- Continuously record and consolidate learning from partnerships, improve ACTED process and tools and develop technical guidance notes for field teams
- Develop and expand ACTED's partnership web platform
- Support the Vice CEO Programmes, Impact and Accountability to develop a partnership "quality trademark"

**Required qualifications and technical competencies**

- Master Level education in a relevant field
- 2-5 years previous work experience in a relevant position
- Proven capabilities in leadership and management required
- Excellent skills in written and spoken English
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- Ability to work well and punctually under pressure

**Conditions**

Salary between 1600 or 1700 euros net per month. It is defined by the ACTED salary grid depending on education level, expertise, security level and experience.

Medical insurance, food vouchers (tickets restaurant) and 50% coverage of transportation costs.

**How to apply**

Please send your application including cover letter, CV and references to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: PAO/HQ**