

## Vacancy Announcement

<b>Position</b>	<b>Deputy Area Coordinator</b>	<b>Starting date</b>	June 2024
<b>Location</b>	Mazar-i-Sharif, Afghanistan	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 months (renewable)	<b>Security risk level</b>	Very Risky (4/4)

## About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

## Position's context and key challenges

In Afghanistan, Acted's strategy combines emergency aid and development programming aiming at providing holistic assistance and at addressing the various challenges faced by the country, with the overall goal of alleviating poverty and building resilience. For 23 years, Acted has remained committed to supporting Afghans through diverse programming such as good governance, building the capacity of civil society, rural development, and emergency humanitarian response. Acted continues to strengthen stock piling, contingency planning and preparedness, in order to provide timely assistance for those affected by natural or man-made disasters.

### **Providing emergency and recovery assistance for communities hit by conflict and natural disasters**

Natural disasters affect approximately 250,000 Afghans each year. In addition, the past years have seen an influx in military operations and offensives led by armed opposition groups, resulting in the displacement of 197,000 individuals in 2015. Acted responds to emergency needs by providing conflict and natural disasters-affected populations with emergency assistance in the forms of food and non-food items, vouchers or cash distribution. Acted's interventions also aimed at supporting recovery, through participatory approaches to building back shelters and water infrastructure damaged by natural disasters, as well as disaster risk reduction through training.

### **Supporting the development of economic, education and livelihood opportunities for marginalised populations**

To support marginalized groups such as farmers, youth, and women, Acted works with cooperatives and farmers to enhance governance, production, access to agricultural inputs and training in order to support the development of sustainable livelihood opportunities in rural areas. Vocational training, literacy classes, and support to small business development are also provided to hundreds of women and youth, and Self Help Groups every year, providing over women with safe and supportive space to develop business activities. Acted is supporting education through the construction of Youth Development Centres, and formal and informal education opportunities to approximately 14,000 girls.

### **Investing in governance and local civil society to improve service delivery and inclusive development**

Acted vision for development is of an inclusive, vibrant civil society, and accountable government. Focus in Afghanistan is placed on empowering youth and women, through providing training on human rights, promoting volunteerism, facilitating sports and cultural events and the creation of grass-root organisations such as youth councils, aligned with government strategies and development plans. Acted is a major facilitating partner of the National Solidarity Program, the flagship program of Afghanistan, that supports governance at the village level, and has established and empowered close to 3,000 Community Development Councils across the country. Acted also works closely with local civil society organisations, building their capacity and developing joint projects to reach vulnerable communities.

In 2019, Acted Afghanistan developed further its programming to respond to both emergency and development needs across the country.

## Key roles and responsibilities

The Deputy Area Coordinator for Support is responsible for assisting the Area Coordinator to oversee the FLA (Finance, Logistics, HR/Administration) Departments of the zone. The Deputy Area Coordinators works to ensure that all internal guidelines and policies for FLA departments are fulfilled to support the implementation of the program operations. He/she will assist the Area Coordinator in overseeing the day-to-day support management of the base along with coordinating cross cutting issue in between the department under his/her management to ensure an efficient communication and quick problem solving.

### 1. Management and Internal Coordination

#### 1.1. Staff Management

- a) Support staff under his/her supervision to perform their roles and responsibilities related to area operations and foster linkages with the capital Head of Department.
- b) Promote team building, productivity, and staff welfare.
- c) Mentor and support the team to build capacities, and improve efficiency and performance, and follow career management.
- d) With the support the AC, manage interpersonal conflicts among his/her staff at area level.
- e) Foster a positive and respectful relationship and communication between his/her department, the rest of the department at base level and the capital departments

#### 1.2. Internal Coordination

- a) Facilitate interdepartmental communication in between program and support department along with information sharing for a positive working environment.
- b) Implement Acted coordination mechanism at area level through FLATs meeting and participation in other coordination meetings ensuring support departments receive the right level of information (WAM, MAR etc...)
- c) Facilitate the communication and information sharing in between area Heads of Departments and Capital Heads of Departments through regular catch up and hot issues meeting to ensure all elements of contexts and challenges are known and analysed at all levels.
- d) Proactively trouble shoot for any issue arising, under the supervision of the Area Coordinator and propose solution-oriented communication and actions to Area Coordinator and Capital department when needed.
- e) Based on improved analysis and reporting, proposes improved practices and tools for support department in collaboration with the concerned Capital department.
- f) Ensure that communication channels in between the support departments and the different stakeholders are known in followed. Make sure the different information flows are smooth and impact positively the overall understanding of roles and responsibilities within his/her department and with other departments.
- g) In case of base closure or opening or contingency plan preparation, he/she is taking the lead on pro-actively planning and following up on all the support department action plan.

### 2. Support department management

#### 2.1. Finance Management

- a) Lead the financial piloting of the area under the supervision of the Area Coordinator through KPI review and coordinating the BFU cycle with all relevant department. A monthly meeting with the Area Coordinator and relevant coordination staff is organized to confirm the hot issues and proposed way forward before submission to the capital.
- b) Support in the management of project budgets at area level to avoid under/overspending through coordination with the AC/Project Managers to ensure all necessary information and forecasts are included and accurate in the finance piloting tools.
- c) Is in charge in liaison with the concerned department of the base running costs management, including allocation table and budget management.

- d) Make sure that all finance piloting tools are known, understood, and implemented at area level by implementing the necessary sharing platform in between the finance department, the project implementation team, and the logistic teams at area level.
- e) Can anticipate and mitigate financial risks and report them to the AC in a timely manner to avoid mismanagement.
- f) Ensure timely and accurate finance TITANIC reporting.
- g) Implement strong risk mitigation measures for finance departments and ensure all check and balance control mechanisms for finance management are implemented.

### **2.2. Logistics Management**

- a) Under the supervision of the AC is responsible for supporting the logistics team procurement, fleet (when relevant) and premises management in adherence to Acted procedures through regular coordination with the other support departments along with the program implementation team.
- b) In collaboration with his/her logistics team, ensure a quality supply management at area level.
- c) In collaboration with his/her logistics team, ensure proper asset management and stock management at area level and enforce asset investment policy.
- d) In collaboration with his/her logistics team, ensure sufficient and reliable means of communication at area level.
- e) In collaboration with his/her logistics team, ensure the provision of timely and reliable procurement, warehousing (including assets) and transport services in full compliance with Acted policies and procedures.
- f) Works with the Area Coordination and Capital Heads of Department to identify issues with systems and tools, capacity constraints, training needs, etc and lead efforts to make improvements as needed.
- g) Can anticipate and mitigate logistics risks and report them to the AC in a timely manner to avoid mismanagement.
- h) Ensure timely and accurate are logistics TITANIC reporting.

### **2.3. Administration and HR Management**

- a) Oversee transparent and timely recruitment of national staff in close collaboration with the area Human Resources team, the recruiting department and HR Capital Teams based on the different policy implemented.
- b) Ensure proper recruitment follow up and planning in collaboration with his/her HR/Admin team at area level.
- c) Ensure that Acted's code of conduct is known and respected at Area Level.
- d) Oversee and ensure the implementation of HR policies and procedures across the relevant area.
- e) Can anticipate and mitigate HR & Administration risks and report them to the AC in a timely manner to avoid mismanagement.
- f) Ensure timely and accurate area HR TITANIC reporting

### **3. Support to Transparency and Compliance department**

- a) Ensure a smooth liaison between the area level support department and the compliance department in term of work plan and implementation of the different recommendation as heads of support department.
- b) In coordination with the AC, support and make sure documentation are ready to be sent to capital officer/ Review the transfer plan of original documentation, supervise the review of the documentation, and support the compliance department in following the flow of documentation.
- c) Proactively support on reviewing documentation monthly through spot checks, qualitative review of support department documentation and mentoring of his/her staff to ensure standard are met.
- d) Ensure recommendation from Compliance department are understood and implemented by his/her departments

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

- University education in a relevant field such as international development, emergency operations, humanitarian programming, technical degree in camp management, or the like;



- Extensive project management experience (management, planning, staff development and training skills) in emergency and/or development programmes;
- Base management skills preferred;
- At least four years relevant work experience;
- Proven capabilities in leadership and management required;
- Ability to work well and punctually under pressure;
- 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;
- Knowledge of local language and/or regional experience an asset.

### Conditions

- Salary between 2500 and 2700€ 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
- Rest & Recuperation (R&R) every 2 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

### How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: DAC Mazar/AFG**