

## Vacancy Announcement

<b>Position</b>	<b>Emergency Project Coordinator</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Kyiv or Dnipro, Ukraine	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	12 months (renewable)	<b>Security risk level</b>	Risky (3/4)

## 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

Acted started its operations in Eastern Ukraine in 2015 to provide support to vulnerable people affected by the conflict that began in 2014. In 2022, as refugees are fleeing clashes across Ukraine triggered by military operations, Acted is now extending its activities to deliver critical assistance to displaced persons in the main hosting regions and to support self-help and local organizations groups that have spontaneously formed. As the number of civilian casualties continues to grow and damage to critical infrastructure increases, Acted is scaling-up its humanitarian assistance to help ensure those in transit, internally displaced or remaining in hotspots receive the basic support they need, including cash assistance, water, food and hot meals, blankets, hygiene supplies and access to mobile heating points. Finally, Acted is also taking part in the ongoing efforts to provide humanitarian assistance to refugees in the neighboring countries of Poland, Romania and Moldavia where 3 humanitarian response teams have been deployed.

## Key roles and responsibilities

The Emergency Project Coordinator ensures all projects in the Emergency run in a smooth and cost-efficient manner and in compliance with Acted's and donors' procedures and legal requirements.

### 1. **Emergency Project Implementation Follow-up**

#### 1.1. **Emergency 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. **Emergency Project Implementation Follow-up**

- a) Oversee the implementation of Emergency 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. **Emergency Project Quality Control**

- a) Ensure the application of a practical field based MEAL 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 MEAL Unit
- e) Together with the MEAL 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

#### **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/overspending
- 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

### **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

- At least four years of field experience in program management and coordination
- Demonstrated communication and organizational skills  
Ability to train, mobilize, and manage experienced staff;
- Flexibility and ability to multi-task under pressure;
- Ability to work well in unstable and frequently changing security environments;
- Willingness to work and live in often remote areas under basic conditions;
- Proven ability to work creatively and independently both in the field and in the office;

### Conditions

- Salary between 2800 and 3000€ 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 luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 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: Emergency PC/UKR**