

Vacancy Announcement

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|--------------------------|---|----------------------------|-----------------|
| Position | Cash Technical Coordinator | Starting date | ASAP |
| Location | Jerusalem, Occupied Palestinian Territories | Type of contract | Fixed term |
| Contract duration | 12 months (renewable) | Security risk level | Sensitive (2/4) |

About Acted

For the past 30 years, Acted has been working at the forefront of humanitarian action to save lives. Acted supports more than 27 million people in 43 countries, meeting their needs in hard-to-reach areas, while pursuing a triple mandate as a humanitarian, environmental, and development actor. Acted relies on a deep understanding of local contexts to develop and implement long-term actions, in collaboration with a wide range of local and international partners, to collectively build a 3ZERO world: Zero Exclusion, Zero Carbon and Zero Poverty.

Position's context and key challenges

In response to the emergency situation in OPT, Acted recruits.

Key roles and responsibilities

The Technical Coordinator Cash is responsible for the provision of coordination and support as well as strategic planning and technical guidance on activities within the area of Cash. He/She plays a leading role in providing technical inputs to the Cash strategy and project development at the local and national level. Moreover, he/she supports the Project Teams in the planning, design, implementation, supervision, and potential expansion/development and administration of technical Cash interventions.

1. External Positioning

1.1. External Relations

- a) Act as key Acted representative on Cash in OPT
- b) Ensure external representation of Acted in Cash sector, vis-à-vis country and local authorities, other project stakeholders, donors and partners
- c) Participate in and report (internally) on Cash technical and sectoral meetings, clusters and working groups involving all relevant stakeholders such as donors, NGOs, UN Agencies, inter-governmental institutions
- d) Ensure effective coordination and collaboration with key stakeholders and partners, i.e. NGOs, civil society organizations, community groups, and government counterparts who are working on Cash
- e) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.

1.2. Project Development

- a) Collect and analyse primary and secondary data related to the Cash sector in Cash
- b) Analyse the activities in the Cash sector and relevant stakeholders
- c) Identify the needs of the most vulnerable populations through regular visits and literature review, and through the design and implementation of relevant needs assessments in close collaboration with MEALU
- d) Lead Cash project conceptualization workshops
- e) Provide technical inputs into proposal design and ensure new or adapted projects for the Cash sector focus on maximizing efficiencies, impact and integrated approaches

2. Internal Cash Technical Support and Coordination

2.1. Coordination

- a) Support the development and maintenance of a coherent Cash strategy across Acted's areas of intervention in Cash
- b) Promote harmonization of approaches and methodologies across the different Cash projects by developing and monitoring use of common tools, as well as creating opportunities for experience sharing and learning
- c) Brief Project Managers about main Cash issues, and updating them on a regular basis.
- d) Organize internal Cash meetings on a monthly basis.

2.2. Technical Leadership

- a) Define Cash project implementation modalities and methodologies (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution, and sensitization)
- b) Lead the development of all technical tools related to Cash projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);
- c) Analyze the appropriateness, adequacy and potential impact of all interventions in the Cash sector based on known contexts and needs
- d) Provide technical support to the Project Managers and other Cash staff to implement the Acted Cash projects to a high quality standard;
- e) Liaise with Cash technical staff on a regular basis to ensure technical assistance is provided to projects when needed
- f) Disseminate tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences.

2.3. Staff Capacity Building

- a) Participate in the recruitment and training of Cash sector staff members
- b) In coordination with Project Managers identify individual training needs and ensure access to training and professional development opportunities appropriate to the skill gaps and needs
- c) Provide training to projects teams on Acted activities and Cash best practices
- d) Develop training material for different trainings to share within the Cash project teams
- e) Develop capacity-building programs for local actors (including partner NGOs and relevant local services providers) on Cash

Required qualifications and technical competencies

- Degree in relevant field of expertise;
- At least 5 years of experience in project implementation on the field, preferably in an international context;
- Being a strong team player;
- Familiarity with the aid system, and ability to understand donor and governmental requirement;
- Excellent communication and drafting skills;
- Ability to coordinate and manage staff and project activities;
- Proven ability to work creatively and independently both in the field and in the office;
- 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;
- Fluent English skills required;
- Knowledge of local language and/or regional experience is an asset

Conditions

- Salary between 2550 and 2750€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Contribution to a housing allowance of up to 75% of Acted benchmark or 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
- 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 under **Ref: TC Cash/OPT**