

Vacancy Announcement

Position	Livelihoods & Economic Recovery Technical Coordinator	Starting date	ASAP
Location	Amman, Jordan (to work the Syria mission) – with travels to Türkiye, Iraq and Syria	Type of contract	Fixed term
Contract duration	12 months (renewable)	Security risk level	Sensitive (2/4)

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 2019, 12 million people in Syria were in need of humanitarian assistance, including internally displaced people, host community members and returnees. Among these, 6.2 million are in acute need of water, hygiene, and sanitation assistance, 4.7 million people in need of shelter support and 6.5 million face food insecurity. Active armed conflict displaced 1.6 million people in 2019 alone, including in the northwest of Syria (1 million IDPs concentrated in Idleb) and in the northeast (170 000 IDPs). Overall, in 2019, Syria hosted 6.2 million IDPs, 850,000 of whom were settled in last resort sites (i.e. formal and informal camps) and therefore entirely reliant on humanitarian assistance. In 2019, Acted continued to deliver multisectoral emergency assistance to conflict affected communities, while supporting their efforts to create opportunities and solutions for recovery. Acted provided large-scale responses to approximately 3 million people through water, hygiene and sanitation, shelter and non-food items, food security and livelihoods, and camp coordination and camp management (CCCM) interventions. In-camp, Acted ensured access to water, sanitation and hygiene for over 364,000 people, and established itself as a key CCCM stakeholder. Out of camp, Acted supported newly displaced households with emergency food and key non-food items to meet their basic needs. Acted also contributed to economic recovery, by supporting livelihoods and providing assistance alongside the agricultural value chain in targeted communities. Through civil society and technical governance mechanisms, Acted further supported the long-term restoration of services to enhance the resilience of conflict affected communities

Key roles and responsibilities

The Technical Coordinator for Livelihoods & Economic Recovery is responsible for the provision of coordination and support as well as strategic planning and technical guidance on activities within the areas of livelihood, agriculture, and food security. He/She plays a leading role in providing technical inputs to the related programmatic strategies and project development at the local and national level. Moreover, he/she supports the Project Teams, Project Development department and MEAL department in the planning, design, implementation, supervision, and potential expansion/development and administration of technical interventions

The position will be based in Amman, with travel as needed within the operational areas of the mission (Whole of Syria, Türkiye and Iraq). The TC has the objective and the responsibilities of:

- **To develop context specific and relevant livelihood programming strategy and support its roll-out to raise ACTED's profile as a credible livelihood actor in Syria.**
- **To coordinate ACTED's livelihood activities, provide technical support to livelihood projects, define coherent implementation modalities, tools and methodologies build the capacity of relevant staff.**

1. External Positioning

1.1. External Relations

- a) Act as key ACTED representative on FSL and ERL in Syria.
- b) Ensure external representation of ACTED in the FSL and ERL sector, vis-a-vis project stakeholders, including donors and partners
- c) Participate in, react to requests of, and report on FSL and ERL technical and sectoral meetings, clusters and working groups involving all relevant stakeholders such as donors, I/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 topics relevant to Acted programming, including livelihood, agriculture, food security, cash and voucher assistance (CVA), early recovery and resilience.
- e) Identify opportunities to collaborate and coordinate efforts with other organizations, research institutions, learning platforms, and formal and informal networks to ensure Acted stays abreast of innovative approaches and our activities build upon - rather than replicate - the work of others.

1.2 Project Development

- a) Collect, analyze and disseminate primary and secondary data related to markets and economic recovery in Syria to support evidence-based project development and anticipate new trends and needs.
- b) Conduct research and maintain relevant networks (research institution, Acted missions worldwide, other I/NGOs, knowledge platforms) to develop new project ideas, activities and modalities relevant to the current needs identified in the FSL and ERL sector.
- c) Initiate knowledge products and provide technical inputs into the design of studies and needs assessments with strategic value on sectoral needs led by program field teams and/or MEAL teams (e.g., sectoral needs assessments, impact assessments, value chain assessments)
- d) Lead conceptualization workshops for livelihood project together with relevant program field staff to develop evidence-based, context sensitive and locally rooted intervention logics based on that support preparation of relevant project outputs and activities.
- e) Provide technical inputs into proposal design and ensure new or adapted projects for the FSL and ERL sector focus on maximizing efficiencies, impact and integrated approaches

2. Internal Technical Support and Coordination

2.1 Coordination

- a) Support the development and maintenance of a coherent livelihood and resilience strategy across ACTED's areas of intervention in Syria
- b) Promote harmonization of approaches and implementation modalities across Acted Syria's multiple field teams, bases and projects by developing and mainstreaming the use of joint guidance materials, and tools, as well as through facilitating opportunities for experience sharing and learning.
- c) Contribute to efficient project implementation by facilitating information flows and coordination on technical aspects between program field teams, MEAL department, and PD department.
- d) Organize internal livelihood meetings with project managers and program teams on a monthly basis to mainstream key issues and facilitate information exchange between capital and field level.
- e) Lead on the development of a progressive sector strategy in collaboration with the Deputy Country Director – Program

2.2 Technical Leadership

- a) Supervise implementation modalities and methodologies of projects with livelihood components (including, but not limited to technical specifications, geo-targeting, registration and selection of beneficiaries, support provisions schemes, progress monitoring and impact evaluation) in close collaboration with responsible project managers and MEAL staff.
- b) Coordinate the planning, preparation, validation, dissemination and mainstreaming of technical tools related to livelihood projects (e.g., technical guidance notes, SOPs, ToRs for consultants and evaluators, ad hoc reports, capitalization reports);

- c) Support the MEAL unit in strategically plan, develop and capitalize on accurate learnings and evidence on the appropriateness, success and potential impact of all sectoral interventions to inform learning, evidence-based decision making, and enhancement of on-going and future projects.
- d) Provide technical support to the project managers and other livelihood staff to implement Acted livelihood projects to a high-quality standard (e.g., HRP, LEGS, MERS), and in line with Acted's strategic priorities
- e) Facilitate, where applicable, the planning and integration of sound livelihood strategies into Acted WoS area-based programming to build community resilience and recovery
- f) Lead the strategic and programmatic integration, mainstreaming and advancement of linking livelihoods and economic recovery with climate adaptation, sustainable agriculture and sustainable food system development; economic development based on private sector engagement, market system development and vocational education; and the continued promotion of a market-based transition of Acted's cash and voucher assistance
- g) 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, staff planning and training of new FSL and ERL sector staff members
- b) Provide training to project managers and coordinator on sector standards, new activities, and best practices from Acted Global and external sources
- c) Collect, review, harmonize and validate existing training materials and curricula and initiate development of new materials as needed, including training of key FSL and ERL project staff to ensure high standards of capacity building through Acted livelihood activities

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;
- Excellent communication and drafting skills;
- 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 in English (written and spoken);
- Fluency in Arabic is an advantage (written and spoken);
- Demonstrated experience with coordination and external representation;
- Familiarity with the cluster system, humanitarian system, and ability to understand donor and governmental requirements;

Conditions

- Salary between 2750 and 2950€ 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 Livelihoods & Economic Recovery /SYR**