

**ACTED**

50.H.3

MOL

Approve

by Inspector

21/1/2022

**Terms of Reference****Protection Project Manager – Emergency Response Unit**

Position: Protection Project Manager

Location: Juba Roving

Duration: 6-Months

Date of Issue: 21/January/2022

Date of Closure: 09/February/2022

Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected, by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach, which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

The Protection Project Manager, under operational guidance of the Emergency Coordinator and technical guidance of the Protection Technical Coordinator, is responsible for ensuring proper implementation of ACTED's Protection components integrated as part of the Emergency Response. The Protection Project Manager will oversee field operations of all Protection related activities and ensure effective and timely completion of Protection activities, delivery of quality outputs and achievement of outcomes with maximum impact for beneficiaries. The Protection Project Manager supervises the project staff in day-to-day management of all aspects of the Protection activities and liaises with relevant internal departments, external partners, and project stakeholders. This role will be conducted on a roving basis with the Protection Project Manager conducting field visits to intervention locations to provide oversight, support and guidance.

CHAIN OF COMMANDUnder the authority of:

- Emergency Coordinator

Line Management:

- Protection Officers and Assistants

Technical Management:

- Protection Technical Coordinator

WORKING RELATIONSInternal Relations:

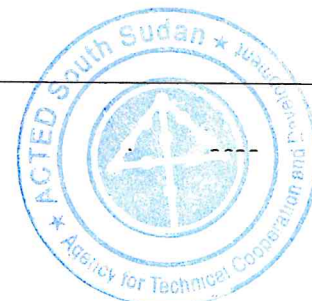
- FLATS Area and Country Teams
- PD Department
- AMEU Department
- CCCM/Emergency Response Project Manager

External Relations:

- Beneficiaries and targeted communities
- RRC/ROSS/Local Authorities
- All humanitarian agencies working in the targeted areas
- Protection Cluster and Sub-Cluster State Focal Points
- Suppliers / service providers / sub-contractors

OBJECTIVE

To ensure the project is implemented in a timely and professional manner, according to objectives, goals and indicators, in line with donor requirements, Protection standards and based on beneficiary needs

DUTIES AND RESPONSIBILITIES – PROJECT MANAGEMENT**1. Project Planning**



- a) Develop overall project implementation strategy, systems, approaches, tools, and materials
- b) Organize project kick-off and close-out meetings
- c) Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

2. Project Implementation Follow-up

- a) Oversee and manage the implementation of the project ensuring that technical quality and standards are considered and respected during project(s) implementation
- b) Organize regular project coordination meetings with project team
- c) Ensure budget utilization and physical target achievements are reviewed at least once a month as per work plan
- d) Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- e) Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and standards
- f) Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation
- g) Regularly update the work plan, output tracker, PMF and other documents relevant for effective project management

3. Administration and Operational Management of Project Implementation

3.1. Finance

- a) Review the BFU(s) and provide accurate forecasts with BOQs
- b) Forecast monthly cash requirements of the project and submit to AC

3.2. Logistics

- a) Contribute to the development of Procurement plans
- b) Send accurate and precise order forms in a timely manner
- c) Contribute to quality checks and procurement committees to finalise suppliers' selection according to applicable scenario
- d) Confirm quality of material selection if and when applicable
- e) Ensure a proper management and use of the project assets and stocks
- f) Plan team movements based on available fleet and applicable policies

3.3. Administration/HR

- a) Participate in the recruitment of technical staff (development of organigrams, ToRs, elaborating the tests and reviewing them; interviews etc)
- b) Ensure that project staff understand and are able to perform their roles and responsibilities
- a) Follow-up the work plans and day-to-day activities of the project staff
- b) Manage the project staff in cooperation with the Emergency Coordinator
- c) Ensure a positive working environment and good team dynamics
- d) Undertake regular appraisals of staff and follow career management
- e) Manage interpersonal conflicts
- c) Ensure technical capacity building among staff in relevant sectors related to Protection and ACTED's current and future programming

3.4. Transparency

- a) Ensure project records and documents (Flat files, beneficiary list, donation certificates, attendance sheets etc) are adequately prepared, compiled and filed according to ACTED procedures
- b) Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATS procedures

3.5. Security

- a) Ensure that each member of the project team is aware of security issues, policies, SOPs and they follow them accordingly
- c) In cooperation with the relevant Security Officer, monitor the local security situation and inform the Country Director or Area Coordinator and Country or Area Security Officer of developments through regular written reports;
- d) Contribute to the updating of the security guidelines in the project area of intervention;

4. External Relations

- a) 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 design and implementation





- b) Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- c) Ensure the representation of ACTED's Protection programming in emergencies, in coordination with the Protection Technical Coordinator and the Emergency Coordinator
- d) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- e) Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication
- f) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others

5. Quality Control

- a) Assess the activities undertaken and ensure efficient use of resources;
- b) Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of project activities
- c) Build the capacities of the Emergency Response Unit's Protection and non-Protection staff as required in relevant Protection fields (including mainstreaming/cross-cutting topics)
- d) Ensure the respect to guiding principles and technical standards as well as foster and Age, Gender and Diversity (AGD) approach
- e) Ensure lessons learned are documented, shared and reflected in project planning and decision making
- f) Advise on, and assist with, project reviews conducted by AMEU
- g) Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development
- h) Liaise with the Protection Technical Coordinator for the review of protection technical tools, methodologies, trainings, SOPs, curriculums of activities and any other relevant documentation as needed/required for project implementation.
- i) Identify and analyse gaps, ACTED's added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to the N+1 and the Protection Technical Coordinator in order to inform the programming and for advocacy purposes.

6. Reporting

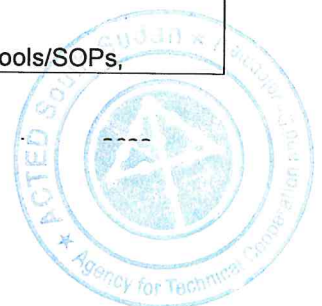
- a) Provide regular and timely updates on progress and challenges to supervisors and other team members
- b) Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.
- c) Contribute to drafting of (external) project progress reports and other protection-related publications ensuring the quality and accuracy of technical information provided

EDUCATION

- Minimum university degree of Diploma in Human rights studies, social works, development studies, international relations/law and any related field in social science.

PROFESSIONAL EXPERIENCE AND REQUIREMENTS

- Minimum 4 years of experience in Protection in emergencies
- At least 1 year of experience at a similar position in Protection project management
- Relevant experience in Protection monitoring, community-based protection, case management and working with partners
- Specific technical experience related to General Protection, GBV and HLP is a strong asset
- Strong Project Cycle Management skills and capacity to plan and organize work activities (especially in Emergency contexts)
- Excellent writing and editing skills for external audiences and reporting purposes
- Experience in producing high quality technical material (training material, programme tools/SOPs,





ACTED

- proposals, strategic documents, etc.)
- Understanding of the local political and administrative system
- Ability to manage human, technical, administrative and financial resources

LANGUAGES

- Fluency in English, spoken and written;
- Spoken and written Arabic is preferable.

PERSONAL REQUIREMENTS

- Excellent coordination, communication and negotiation skills
- Strong organizational and problem-solving skills with analytic approach
- Flexibility, team spirit and diplomatic skills
- Ability to work under pressure, with peaks of heavy workloads, and to manage several tasks at once with tight deadlines.
- Self-development, initiative taking.
- Good computing skills



KEY PERFORMANCE INDICATORS

- % of milestones completed on time as per the original plan
- Project completed within budget flexibility (not requiring a budget amendment for project lines)
- % of contractual performance indicators achieved
- Project records and documents (beneficiary lists, donation certificates, attendance sheets, payment sheets) available for all project activities
- Positive monitoring and evaluation reports (internal and external)
- Number of complaints received related to the project
- % ineligible expenses on project budget lines
- % retention rate of project staff throughout project lifetime

How to apply

Interested and motivated candidates can submit their applications in English, together with copies of updated CV, cover letter, academic documents, National ID and three references with their contacts to ACTED country office at Hai Cinema, Plot No. 64, Juba located behind Concord Hotel or by e-mail to the Project Manager on e-mail address: john.kibo@acted.org copying juba.hrofficer@acted.org

Please indicate the position you applied for clearly on your envelop, contact address and names.
Application submitted after the deadline will not be accepted
Female candidates are encouraged to apply.

