



ACTED

50-H3

Terms of Reference

Deputy Area Coordinator- Maban



Position: Deputy Area Coordinator
 Department: Coordination
 Contract Duration: 10 months with possibility of extension depending on performance and funding
 Location: Maban
 Issue Date: 03/3/2021
 Expiry Date: 22/3/2021

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 5,000 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

The Deputy Area Coordinator is responsible for the provision of coordination and support as well as strategic planning and guidance on activities within Maban, Support the AC to analyses the area's socio-economic situation, (donor) trends, needs and gaps, regularly conduct stakeholder analysis, in particular who does what and where (3W) in the area. HE /she supports the Project Teams in the planning, design, implementation, supervision, of project Managers and administration in the area of interventions.

CHAIN OF COMMAND

Under the authority of:

- Area Coordinator

Responsible for:

- FLATS Department
- Project Managers
- Consultants (if any)

WORKING RELATIONS

Internal Relations:

- PD Department
- AMEU Department

External Relations:

- Donors related to the sector
- Relevant national and local stakeholders
- National Media (upon approval from CD)
- Suppliers / service providers / sub-contractors

OBJECTIVES

- Contribute to the development and application of ACTED country strategy at area level and ensure ACTED representation and positive Relationship building in the area of activity
- Facilitate the creation of an enabling and productive working environment through internal communication and coordination at area level.



- Support the timely and quality implementation of projects in the area of operation.
- Anticipate and mitigate risks ensuring operations in the area are compliant with ACTED finance, logistics, administration/ HR, transparency and Security (FLATS) procedures.

DUTIES AND RESPONSIBILITIES

Strategy Implementation: Provide support in the implementation of ACTED's country program strategy in the area identifying strategic opportunities for expanding ACTED's work in the area, and in particular:

- Support in the identification of new opportunities and new sectors of intervention;
- Assist in consolidating and stabilizing programming;
- Review the geographic and thematic footprint;
- Ensure activities are relevant and meeting area/beneficiary needs;
- Identify ACTED added-value;
- Ensure humanitarian principals are adhered to;
- Contribute to identifying new donors, private sector partners, national and international NGOs, think tanks, academia, etc. to work with in the area based on complementarity and added value;

Networking, positioning and general representation:

- When requested, participate in donor meetings at area level and communicate relevant information to the Country Director and other relevant staff;
- Maintain active and regular working relationships with other NGOs, UN agencies, clusters, working groups, consortia, etc. at area level ensuring maximum visibility of ACTED
- Support the AC in maintaining 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 at area level
- When requested, represent ACTED in key clusters, working groups, NGO coordination bodies, etc. at area level

Proposal development:

- Support the Project Development Department in proposal conceptualization (problem statement, log frame) within the framework of the country, regional and global strategy
- Contribute to budget design ensure budget needs at area level have been taken into consideration

Advocacy: Contribute to drafting issues papers, advocacy notes, press releases on relevant humanitarian and development issues in the area of operation.

Management and Internal Coordination

Staff Management:



- Help staff in the area to perform their roles and responsibilities related to area operations and link with the capital Head of Departments
- Promote team building, productivity and staff welfare
- Mentor and support the team to build capacities, and improve efficiency and performance, and follow career management
- Support the AC to manage interpersonal conflicts among staff at area level

Internal Coordination:

Facilitate interdepartmental communication and information sharing for a positive working environment

Implement ACTED coordination mechanism at area level (WAM, MAR, FLAT meeting, etc.)

3. Project Implementation Follow-up

Project Implementation Tracking:

- Support Project Managers in project implementation through trouble shooting and eliminating blocking points
- Monitor output achievement, cash burn rates and ensure a time completion of projects through review of PMFs, BFUs and project reports
- Ensure that relevant project information are up-to-date and available for reporting purposes

Project Quality Control:

- Ensure the application of a practical field based M&E system/plan for each project
- Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources
- Help Project Managers to adapt projects according to monitoring and evaluation findings
- Ensure beneficiary feedback mechanisms are in place
- Support with the documentation of best practices and lessons learnt for projects in the area of operations.

Partner Management:

- Identify potential local partners in the area based on an assessment of complementarity and added value
- Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with ACTED and donor requirements

4. FLATS Management

Finance Management:

- Support in the management of project budgets at area level to avoid under/over spending
- Help with budget forecasting
- Ensure timely and accurate area finance TITANIC reporting



Logistics & IT Management:

- Support the timely procurement and adherence to rules of origin and nationality at area level
- Ensure quality supply management at area level
- Ensure proper asset management at area level and enforce asset investment policy
- Ensure proper stock management at area level
- Ensure proper IT systems, data back-up and protection from malware at area level
- Ensure sufficient and reliable means of communication at area level
- Ensure timely and accurate area logistics TITANIC reporting

Administration and HR Management:

- Oversee transparent and timely recruitment of national staff and contribute to international staff recruitment upon capital request
- Ensure regular performance appraisal and career management for staff at area level
- Ensure timely and accurate area HR TITANIC reporting
- Ensure timely exit forms

Transparency/Compliance Management:

- Minimize risk of fraud and corruption by ensuring adherence to ACTED FLATS procedures
- Ensure that staff is aware of ACTED's transparency and whistle blowing policy
- Ensure projects documentation are submitted to capital office in a timely manner

Security Management:

- Support the AC in the analysis of the security context at area level
- Upon request, engage with relevant key stakeholders at area level to ensure access and support of interventions
- Ensure the offices and houses conform to recommended security, health and safety standards
- Ensure all staff in the area adhere to security procedures
- Ensure security incidents at area level are promptly reported to the capital

Required Qualifications

- University education in a relevant field such as international development, emergency operations, humanitarian programming, technical degree in camp management, or the like
- At least four years' relevant work experience
- Experience in partnership building and coordination with donors, NGO and local community organizations.
- Extensive project management experience (management, planning, staff development and training skills) in emergency and/or development programmes
- Proven experience in the management of grants, i.e. UNHCR, ECHO, etc.
- Perfect verbal and /or written communication in English.
- Fluency in spoken and/ or written Arabic is an added advantage.
- Demonstrated strong analytical, managerial, leadership, communications and interpersonal skills.
- Positive collaboration and facilitation skills; Leadership of large and diverse teams; Diplomacy.



- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms

KEY PERFORMANCE INDICATORS

- Regular and timely holding of internal coordination meetings (WAM, FLAT meeting) and submission of reports to CD/DCD.
- Regular and timely submission of updated and accurate PMFs to capital level.
- % of projects in area with contractual targets/indicators met.
- Number of complaints received from beneficiaries and % change as compared to previous year.
- Regular and timely submission of area TITANIC reports.
- FLAT folders are complete and sent to capital office in a timely manner.
- % ineligible expenses incurred at area level and % change as compared to previous year.

Application Procedure:

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed curriculum vitae and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page, detailing three work related referees and contacts to susan.mulievi@acted.org mohamednur.roble@acted.org and atim.stella@acted.org before 4:30PM on 22nd March, 2021 with the subject line "**DEPUTY AREA COORDINATOR- MABAN.**" Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to ACTED Country Office at Hai Cinema, Plot No. 64, Juba located behind Concord Hotel.

This position is open to South Sudanese Nationals only : Female candidates are encouraged to apply.

