

 ACTED <small>Agency for technical cooperation and development.</small>	Job profile	ACTED Paris HR Department	Last Update <i>December 2011</i>	
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Department: Program development
Position: AME Senior Officer
Contract duration: 6 months
Location: Pakistan
Starting Date ASAP

I. Background on ACTED

ACTED is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non discrimination.

ACTED was created in 1993 to support populations affected by the conflict in Afghanistan. Based in Paris, France, ACTED now operates in 30 countries worldwide, with over 200 international and 4000 national staff. ACTED has a 100 million € budget for over 350 projects spanning 8 sectors of intervention; including emergency relief, food security, health promotion, economic development, education & training, microfinance, local governance & institutional support, and cultural promotion. For more information, please visit our website at www.acted.org.

II. Country Profile


Capital Office : Islamabad
National Staff : 860
Areas : 4 (Islamabad, Mianwali, D.G Khan, Sindh)
On-going programmes : 30
Budget : 21.5 M

Since the first days of its involvement in Pakistan in 1999, ACTED has always combined a strong emergency response capacity to address the regular humanitarian disasters that affect the country – be they related to conflict or natural disaster, and a steady focus towards development for Pakistan. In July 2010, populations were confronted with the worst flooding the country has ever faced. In a country already struggling with the enduring challenges of conflict and food insecurity, the unprecedented floods that swept through Pakistan and affected 20 million people, presented the population with immense challenges to overcome. ACTED and its partners have been working throughout 2010 and 2011 to support communities in Pakistan as they have struggled to overcome this latest disaster and the chronic issues of escaping conflict and achieving food security. There is still much to do to support communities recover from the floods, as well as those still facing the grim spectres of conflict and food insecurity. ACTED continues its efforts to assist those vulnerable communities rebuild their lives, with a specific focus on food security interventions, support to sustainable livelihoods, with disaster risk reduction components.

III. Position Profile

1. Management

- Manage the Project's AME department and activities;
- In coordination with the Program Coordinator link with technical departments to ensure strong program design, implementation and evaluation;
- Support staff in data collection and analysis related to project design and monitoring;
- Facilitate the project design process with expertise on the log frame approach;
- Centralize and share tools, policies and guidelines within implementing partners;
- Work with Program Coordinator to ensure that assessments occur on regular basis;
- Assure that staff meet regularly to analyze project monitoring data and reassess project design;

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- Store, organize and disseminate assessments, project documents and best practices among ACTED and IPs.
- Ensure that all program activities are within the scope of objectives set by ACTED and are in compliance with donor objectives and requirements;
- Create and maintain accurate and up-to-date grant file system in all ACTED bases of concern of ACTED and other IPs;
- Ensure sub grant management procedures are communicated on a regular basis and followed with updates made as necessary
- Follow up on issues arising related sub grantees and ensure these are brought to the attention of the senior management
- Financial audits of sub grantees are organized in collaboration with the Finance department if necessity arises

2 . Coordination

- In coordination with other program staff, meet regularly with donors and implanting partner;
- Establish information/documentation, reporting, monitoring and evaluation system for projects and sub-projects under the supervision and collaboration of the Country AMEU Manager;
- Regular contacts are maintained with sub grantees through visits, meetings at the ACTED office, email exchanges etc.

3. Other tasks

- Oversee the development and updating of informational materials such as brochures, fact sheets, articles, posters, website and audio-visual materials to promote the work of ACTED externally and within ACTED;
- Represent the Project during donor and other guest visits
- Coordinate timely and accurate reporting to donors and ACTED headquarters;
- Build national staff capacity through the training provision on record keeping, drafting concise and accurate program report, proposal development and project monitoring.

IV. Qualifications:

- University Degree in Public Administration, International Affairs, or a related field preferable.
- Excellent written and verbal communication skills
- Previous experience with community development, economic/agricultural development, and/or Participatory Rural Appraisal methodology
- Experience establishing and/or working with community groups desirable
- Knowledge of and experience in field-based data collection methods
- Design, Monitoring and Evaluation experience in humanitarian/development settings
- Relevant local language and/or regional experience highly desirable
- Willingness to live and work in an insecure environment

V. Conditions:

- Salary defined by the ACTED salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free food and lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package

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VI. Submission of applications:

Please send, in English, your cover letter, CV, and three references to jobs@acted.org
Ref : AMEO/PAK/SA

ACTED
Att: Human Resources Department
33, rue Godot de Mauroy
75009 Paris
FRANCE

Fax. + 33 (0) 1 42 65 33 46

For more information, visit us at <http://www.acted.org>