

	Job profile	ACTED Paris HR Department	Last Update <i>March 2012</i>	
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Department: Programme
Position: Central Asia Regional Project Manager
Contract duration: **18 months**
Location: Tajikistan
Starting Date March/ April

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 : Dushanbe
National Staff : 187
Areas : 3
On-going programmes : 28
Budget : 3.3 M

In 1996, ACTED began working in Tajikistan, the poorest country in the former Soviet Union. The collapse of the Soviet Union in 1991 and the subsequent civil war left the country's infrastructure and economy in ruins, and so ACTED Tajikistan's work focused on rehabilitation. In recent years, ACTED Tajikistan's approach has transformed from one of emergency relief to longer-term development.

ACTED's initiatives now focus on health promotion, rural economic development and cultural promotion. ACTED continues its work in these interlinked sectors, contributing to Tajikistan's development.

Encouraging the development of the civil society remains the most powerful tool to help the socio-economic development of Tajikistan. In 2011, ACTED will continue and reinforce its 15 years of work in the field of local governance by supporting the civil society at the grass roots level, helping communities address their own development problems and giving them a voice by strengthening their links with local authorities. Furthermore, ACTED will build on its 2010 achievements to address the multifaceted problems which the population faces on a day to day basis by integrating disaster preparedness with economic development and vice versa. The aim is to implement projects with a broad focus ensuring a holistic, effective, and sustainable intervention. In 2011, building resilience to climate change will be at the forefront of ACTED's agenda - developing various programmes to tackle this looming crisis. Natural resource management will be at the center of any strategy, as it addresses the underlining causes of any natural hazard exacerbated by climate change. In alleviating these root causes, ACTED believes that environmental stability will grant a platform for people to build a more prosperous nation.

III. Position Profile

ACTED is looking for an experienced project manager to implement an upcoming Disaster Risk Reduction project in the Ferghana Valley covering major watersheds in cross border areas of Tajikistan and Kyrgyzstan. The project will be funded by ECHO (the Humanitarian and Civil Protection department of the European Commission) and will be implemented over a period of 18 months.

 ACTED <small>Agency for technical cooperation and development.</small>	Job profile	ACTED Paris HR Department	Last Update <i>March 2012</i>	
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A. General responsibilities:

1. Finance, Logistics, and administration:

- Manage the good and timely performance of tasks entrusted to all project staff;
- Prepare the time schedule for all project personnel with the base coordinator;
- Carry out regular evaluations of project staff;
- Participate in the selection/recruitment of any new personnel for the implementation of the project;
- Manage any relevant procurements for the project;
- Administer the project budget and provide budget forecasts;
- Follow up the transparency of financial and logistics operations carried out by project personnel.
- Manage the implementation and respect of ACTED's Finance, Logistic and Administration policies by project staff;

2. Reporting:

- Draft the interim and final project reports for the Donor
- Collect and analyse information provided by project staff on a regular basis;
- Provide accurate and comprehensive reports of related project activities and progress to the Country Directors and Area Coordinators and AME/Reporting Department on a monthly basis;
- Prepare activity reports to be submitted to Local Authorities in the target countries;

B. Project responsibilities:

- Manage the implementation of the project
- Provide capacity building training for project staff on DRR where appropriate
- Develop the project monitoring and management tools in accordance with ACTED's standard procedures
- Develop all visual information materials and visibility materials for the project
- Develop methodologies for the implementation of the project (e.g. DRR manuals, modules for community training sessions, etc.)
- Supervise preparation of weekly and quarterly work plans for the departments involved in the process of project implementation, according to the project objective;
- Ensure that the project is implemented in a harmonious way between all countries of intervention whilst taking into account peculiarities of context in each.
- Ensure that the project is implemented in accordance with both the priorities of the Hyogo Framework for Action as well as ACTED's Regional DRR guidelines for Central Asia.
- Facilitate regional meetings on a monthly basis between project staff from all three countries of intervention
- Carry out regular field visits to project sites to ensure project progress and quality
- Create/maintain partnership relations between the project and Local Authorities.
- Assess needs and organize refreshment trainings for field/project personnel.
- Follow/maintain good relations between the various project stakeholders.
- Conduct various events (workshops, seminars, conferences and meetings) involving different levels of Local Authority and community, in order to achieve the project objective
- Coordinate and share cross-border lessons with appropriate stakeholders

C. Working relationships:

- The Project Manager will be under the direct supervision of the Country Coordinators in Tajikistan and Kyrgyzstan.
- 2 Area Coordinators (Batken & Sughd) will work in tandem with the project manager providing programme and logistical support.
- The Project Manager will link with the line ministries in each country regarding disaster preparedness and mitigation issues.

 ACTED <small>Agency for technical cooperation and development.</small>	Job profile	ACTED Paris HR Department	Last Update <i>March 2012</i>	
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- The project manager will work with the community mobilization department for field support in target communities and ACTED engineers for the design and implementation of infrastructure projects.
- The project manager will link with ACTED's reporting department for any Donor related issues whilst also maintaining direct contact with the donor: ECHO.
- The project manager will link with ACTED's AME (Appraisal, Monitoring, and Evaluation) unit for any issues concerning monitoring and evaluation of the project activities, results, objective and goal as specified in the project logical matrix

IV. Qualifications:

- At least 5 years previous experience managing humanitarian and development projects (experience working with ECHO or in Central Asia is preferred)
- In-depth knowledge of international best practices in DRR
- Masters Degree or equivalent in the fields of humanitarian, development, or natural sciences
- Excellent English (knowledge of Russian is preferred)
- Flexibility to work in a challenging environment in the Central Asian context
- Proven strong communication and management skills
- Previous experience in project design and implementation

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

VI. Submission of applications:

Please send, **in English**, your cover letter, CV, and three references to jobs@acted.org
Ref: PM/TADJ/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>