

 ACTED <small>Agency for technical cooperation and development.</small>	Job profile	ACTED Paris HR Department	Last Update <i>April 2012</i>	
--	-------------	------------------------------	----------------------------------	--

Department: Coordination
Position: Area coordinator
Contract duration: 6 months
Location: North Sindh, Kamkot, 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 : 2 (Islamabad, 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. Ensure ACTED Representation in the area of activity

- Representation vis-à-vis provincial authorities:
Participate in official meetings to ensure maximum visibility vis-à-vis provincial authorities.
- Representation vis-à-vis Donors:
Establish and update contact details of potential Donors active in the area of activity;
Participate in Donor meetings at provincial level and communicate relevant information to the Country Director;
Circulate the Annual Report.
- Representation amongst other international organisations:
Participate in inter-NGO Coordination meetings and those of UN Agencies (OCHA, UNDP, UNICEF, FAO, etc.), and any other relevant inter-governmental institution at provincial level;
Ensure maximum visibility of the Agency amongst the NGO community at provincial level;
Lead the production of reports and ensure the timeliness and accuracy of information provided, as well ensuring confidentiality of sensitive information.

	Job profile	ACTED Paris HR Department	Last Update <i>April 2012</i>	
---	-------------	------------------------------	----------------------------------	--

More generally, the project manager is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of ACTED's mandate, ethics, values and stand-point with regard to other actors.

2. Contribute to the development of a global intervention strategy and to support its implementation at provincial level

- Analyse the context and develop strategic plans, in consultation with the Country Director:

Gather and analyse information regarding opportunities and risk;
Define an operational strategy for finances and HR.

- Implement the financial strategy:

Oversee drafting of projects and budget development;
Lead fund-raising and negotiations with Donors in the area of intervention;
Lead the application and adherence to contract terms and requirements;
Supervise overall financial commitments and financial risk.

- Implement the operational strategy:

Supervise Project Managers of the area of intervention in project implementation;
Help the various teams in negotiations with provincial/local authorities and partners;
Ensure global coordination and complementarity amongst projects within the area of intervention;
Assess activities and ensure efficient use of resources.

- Oversee reporting procedures:

Develop a reporting schedule with regard to Donor deadlines;
Plan and supervise the development of narrative and financial reports;
Ensure adherence to FLAT procedures.

More generally, communicate systematically to the Country Director the development of the area strategy and its implementation.

3. Oversee Staff and Security

- Guide and direct the staff of the area of intervention:

Organise and lead coordination meetings;
Prepare and follow work plans;
Ensure a positive working environment and good team dynamics (solve out potential conflicts);
Promote team working conditions in the limit of private life;
Adapt the organigramme and ToRs of personnel according to the area development;
Undertake regular appraisals of directly supervised colleagues and pass appraisal forms to the Country Administrator with recommendations (new position, changes to contract or salary etc.);

- Contribute to the recruitment of expatriate staff:

Follow recruitment procedures: plan recruitment needs in advance; draft ToRs for open vacancies; if necessary undertake phone interviews with candidates;
When requested by HQ, undertake interviews of expatriate candidates living in the area of intervention.

- Oversee staff security:

In cooperation with the Area Security Officer, monitor the local security situation and inform both Country Security Officer and Country Director of developments through regular written reports;
Update the security guidelines in the area of intervention;
Ensure that security procedures are respected by the whole staff.

IV. Qualifications:

- Master Level education in a relevant field such as International Relations or Development
- Project management experience (management, planning, staff development and training skills) in development programmes
- 2-5 years previous work experience in a relevant position
- Proven capabilities in leadership and management required
- Excellent skills in written and spoken English
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- Ability to work well and punctually under pressure

 ACTED <small>Agency for technical cooperation and development.</small>	Job profile	ACTED Paris HR Department	Last Update <i>April 2012</i>	
--	-------------	------------------------------	----------------------------------	--

V. Conditions:

- Salary defined by the ACTED salary grid; educational level, expertise, hardship,
- 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 : AC/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>