

 ACTED <small>Agency for technical cooperation and development.</small>	Job profile	ACTED Paris HR Department	Last Update <i>August 2012</i>	
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Department: Coordination
Position: Area coordinator
Contract duration: 6 months renewable
Location: Belu District, Indonesia
Starting Date October 2012

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 : Jakarta
National Staff : 54
Areas : 1 (Niass Island)
On-going programmes : 4
Budget : 0.7 M

ACTED established its presence in Indonesia in 2004 through an emergency response to the tsunami. Since then, ACTED Indonesia has expanded its role through multi-sector interventions that address relief, rehabilitation and development. ACTED responded with humanitarian assistance in Nias after the earthquakes of 2005 and 2009.

In 2010, ACTED continued activities in the north of Nias Island, beginning a second phase of the livelihoods intervention and completing a Disaster Risk Reduction (DRR) project. ACTED's demonstrated success during the first phase of livelihood recovery activities led to an additional 20 months of support to strengthen farmer and fisherman cooperatives in 40 villages, to improve the local governance in 26 villages, and to support the fishing sector through the training of 11 new boat builders and the distribution of 26 boats completed by trainees.

ACTED is committed today to continuing long-term development interventions in Nias to build upon the foundations laid during our relief and recovery assistance since 2005. The island is still rated at the highest risk level by the National Disaster Agency. ACTED continues to provide emergency responses and early recovery aid during incidents such as these when necessary and in coordination with the Indonesian government, donors, and partner NGOs.

III. Position Profile

The Area Coordinator will:

- Oversee the area's program operations and a portfolio of DRR projects
- Provide intellectual and managerial leadership for the program teams on DRR
- Support national program managers with the set-up, planning, supervision and monitoring of ACTED's disaster risk reduction projects
- Ensure proper implementation of DRR programmes based on continuous monitoring and analysis of (a) the most critical DRR needs, response capacities, access situation, operational

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environment and applicable security issues and (b) implementation progress of the programmes in the geographic area

- Support national program managers with planning of project budgets and ensure appropriate expenditure of budgets in line with donor requirements;
- Technically assess the DRR activities undertaken and ensure efficient use of resources;
- Build capacity of staff and stakeholders in disaster risk reduction and response;
- Take leadership in the development and conceptualization of new programs
- Develop and maintain a constructive dialogue with stakeholders in the district, province and beyond in the field of DRR, and in doing so foster partnerships with local and national stakeholders for strategic collaboration in DRR.
- Attend relevant NGO, inter-agency, or governmental meetings at provincial and district level.

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.

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.

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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:

- **Definitely expertise/experience in Disaster Risk Reduction**
- **expertise/experience with community radio**
- **expertise/experience with natural resource management (coastal wetlands/forestry)**
- **experience in management of projects involving local partners**
- **experience in management of projects that involve community capacity/committee building**
- **advanced logistics and procurement skills (for oversight of partner radio equipment procurement)**
- **experience in Indonesia preferred**
- **Bahasa Indonesia language skills preferred**
- 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
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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

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VI. Submission of applications:

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