

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

Department: Programme Management
Position: Project Manager, NGOs and Humanitarian Reform Project
Contract duration: 16 months
Location: Islamabad, 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) Structures, capacity and skills for NGOs to assume active membership and leadership functions in humanitarian reform forums have been built
 - Collect or facilitate the collection of baseline information on NGO representation, participation and leadership in humanitarian coordination forums, including assessment of skills, capacity and structural gaps to this end
 - Enhance representation on HCT by either providing or supporting NGO coordination secretariat functions.
 - Conduct workshops between HC, HCT and wider NGO community to discuss and agree on modality and standards for NGO participation in HCTs and funding pool boards

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

- Establish or enhance systems that facilitate NGO coordination in Pakistan (depending on need this could include organise and facilitate regular meetings + follow-up, establish of website platforms; provide NGO secretariat functions)
- Establish or enhance structures to secure regular consultations between NGO community, HCs and donor community
- Facilitate the delivery of leadership trainings to NGO representatives in clusters and HCTs
- Ensure that NGOs can access relevant information
- Seek to ensure that improvements in NGO's access and participation and in relevant information systems are sustainable and rooted.
- Ensure that relevant humanitarian actors are familiar with and observant of the Principles of Partnership for Humanitarian Action

2) Strengthened in-country coordination mechanisms

- Support NGO coordination functions in the focus countries
- Facilitate the delivery or directly deliver training workshops to NNGOs focusing on humanitarian principles, humanitarian architecture and reform, NGO coordination, humanitarian financing
- Ensure that the experiences and lessons learnt from in-country are shared with the project internationally to inform international policy debate and formulation
- Generate information on in-country experiences to inform practical guidance and operational discussions on coordination and financing
- Monitor the relevance of global clusters for national and sub-national clusters and local humanitarian action

Monitor the impact of humanitarian reform practices on beneficiaries

3) Co-ordination with the Project Internationally

- Participate in regular project teleconferences or other communications mechanisms, as appropriate
- Participate in international project meetings as appropriate

Ensure that the experiences and lessons learnt from in-country are shared with the project internationally to inform international policy debate and formulation

4) Financial management and reporting

- To ensure that accurate and timely financial and narrative reports are prepared and issued to the Project Coordinator and Country Director.
- To ensure that project money (income, expenditure) is managed in a timely and appropriate manner.

Co-develop, closely monitor and report on country work plan and country budget expenditure.

5) Networking and relationship building

- Engage with key stakeholders in the national and international NGO community
- In coordination with Country Director, foster strong relationships with ECHO in-country
- Engage with UN agencies and relevant government ministries to influence their thinking, policies and practices on coordination and financing
- Ensure effective dissemination of practical guidance, best practice and lessons learnt at the national level.

IV. Qualifications:

Essential

- At least 4 years practical experience in humanitarian response
- Familiarity with the Humanitarian reform process

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

- Proven understanding and experience of advocacy and policy change work within a complex humanitarian context
- Proven skills in networking and relationship building
- Strong analytical and information gathering skills
- Excellent writing and facilitation skills
- Strong communication and representational skills
- Strong administrative skills
- Ability to work alone and on one's own initiative
- Cultural sensitivity
- Understanding of and commitment to humanitarian principles and action
- Willingness to travel extensively within Pakistan and spend several weeks at a time away from home

Desirable

- Knowledge of local languages

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
- Transportation costs covered, + luggage allowance
- Provision of medical, life, and repatriation insurance

VI. Submission of applications:

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