



ACTED

Agence d'aide à la coopération technique et au développement.

Position: **Area Coordinator**
Contract duration: 1 year – with possibility of renewal
Location: Afghanistan
Starting Date: Immediate

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 22 countries worldwide, with over 120 international and 2500 national staff. ACTED has a 40 million € budget for over 150 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. ACTED in Afghanistan:

Active since 1993, ACTED Afghanistan is the organisation's longest running and largest operation. Today, with a staff of close to one thousand people, ACTED Afghanistan implements projects from emergency to development throughout the entire northern region of the country. Current emergency projects include land allocation, returnee reintegration, and emergency shelter reconstruction. Rehabilitation efforts include peaceful coexistence trainings, local governance initiatives, rapid rural project generation initiatives, and livelihood recovery programs; while development projects include micro finance, cultural promotion efforts and cooperation with the National Solidarity Program (NSP). Future ACTED Afghanistan interventions include expanded support to the resettlement and reintegration process for returnees, a multi sector rural development program in the Faryab, and the development of National Solidarity Program activities in previously isolated areas.

III. Responsibilities:

Internally

Manage a large number of staff (approximately 300 local staff and expatriates)

Coordination with the Country Coordinator as well as with other ACTED Area Coordinators.

Facilitate program development, through conceptualization, design, proposal and program initiation, with a particular focus on shelter construction, water and sanitation programmes as well as community mobilization and micro-credit activities;

Ensure effective integration and mainstreaming of gender into all programs;

Ensure cross-program integration, learning, sharing and adoption of best practices from other ACTED regions of operations;

Closely supervise and monitor the work of the finance, administration, logistics and auditing departments;

Administer program budgets and evaluate financial program effectiveness;

Externally

Demonstrate vision and leadership in building a coherent strategic direction for the region, in line with ACTED Afghanistan's overall strategy;

Liaise with all external stakeholders: donors, partners, the government, including local authorities, and communities;

Act as a catalyst with all stakeholders to better plan and coordinate existing and new programs

Actively contribute and participate in the strategic direction of ACTED Afghanistan through facilitation of timely needs assessments to inform strategic planning.

IV. Qualifications:

- 5+ years of field experience in project management of development and/or relief programs – preferably large programmes;
- Strong educational background in development studies, agriculture and/ community mobilization or any related field,
- Solid experience in working with community-based institutions and capacity-building programmes;
- Excellent communication and drafting skills;
- Ability to manage a large team and demonstrate leadership by bringing a geographically scattered team around a same vision and developing programmatic quality standards across regions;



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- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system, and ability to interface with donors, Ministries, local authorities and community leaders;
- Strong leadership and interpersonal skills;
- Commitment to gender equity, and passion for development an absolute requirement;
- Knowledge of Afghanistan and/or the region an asset;
- Fluency in English required - ability to communicate in Farsi/Dari a plus;
- Ability to operate Microsoft Word, Excel and Project Management software a requirement.

IV. Conditions:

- Salary : 2200€ nets/months + Living Allowance
- Benefits: All accommodation, food, medical / life insurance and travel expenses covered
- Living and security conditions: Further information available during the interview process

V. Submission of Applications:

Applications, in English, should include a resume and cover letter and be sent to: jobs@acted.org (ref : AC/AC/SA)