**Job Description**

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| **Position** | Project officer | **Starting Date** | 01/07/2022 |
| **Reference of the offer** | 04-2022 | **Publication Date** | 19/5/2022 |
| **Location** | Tunis | **Type of contract** | CDD |
| **Duration** | 6 months | **Security Level** | Cf SoP |

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| **About ACTED** |
| Since 1993, as an international non-governmental organization, ACTED has been committed to immediate  humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)  ACTED opened its offices in Tunisia in 2011, initially to manage the response to the Libyan crisis, and then rapidly expanded in Tunisia through the creation of partnerships with local organizations. ACTED has first built a local presence through its partner in Tunisia, We Love Sousse. Together, ACTED and WLS have developed projects that value and strengthen the capacity of young people to become actors of change. ACTED has been providing technical support to WLS since 2019 in order to strengthen the resilience of vulnerable youth and women to violent extremism  In the framework of these projects, ACTED encourages the various stakeholders, whether they are citizen groups, civil society organisations, private sector actors and public authorities to work together effectively to co-construct solutions. |

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| **Context of the position and key challenges** |
| The Project Officer is in charge of coordinating and monitoring the project entitled *"Réponse coordonnée à la montée de l’extrémisme violent dans les regions de Tunis, Jendouba, Kef, Sidi Bouzid, Kasserine"* implemented by We Love Sousse with the technical support of ACTED.  The Project Officer coordinates the implementation of ACTED's technical support to We Love Sousse in the framework of this project, which consists in: 1) the quarterly, half-yearly and annual reporting of the project and 2) the monitoring and evaluation of the project.  The project officer also actively contributes to the development of new projects for ACTED Tunisia through activities such as context and needs analysis, mapping of actors, development of partnerships and drafting of concept notes/proposals. |

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| **Key roles and responsibilities** |
| * Coordinate activities between We Love Sousse and ACTED to ensure the successful implementation of the project; * Ensure the reporting activities of the project; * Implementing monitoring and evaluation activities in the field in a reliable, accurate and transparent manner, including primary and secondary data collection, reporting on results, and supporting the development of tools and methodologies; * Contribute to strengthen ACTED's strategic positioning in Tunisia through advocacy and networking activities; * Building new partnerships for ACTED in Tunisia; * Contribute to develop new projects for ACTED in Tunisia. |

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| **Required qualifications and technical expertise** |
| * Master Level education in a relevant field such as International Relations, Development or Political Science * Previous experience in reporting, monitoring and evaluation of projects; * Knowledge of Tunisian civil society and development issues in Tunisia; * Understanding of issues related to the prevention of violent extremism sector; * Ability to work independently and creatively in a multicultural context; * Excellent oral and written communication skills, analytical skills; * The candidate must be fluent in both spoken and written Arabic, English and French. |

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| **Conditions** |
| * Salary defined by the ACTED salary grid depending on education level, expertise, and experience. * Position based in Tunis, with regular travels to the areas of implementation of the project(s). |

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| **How to apply** |
| Applications must be submitted in English, attached with a CV, a cover letter and three references. The application form is available here:  Please send your application until 15 June, 2022 to [Tunis.jobs@acted.org](mailto:Tunis.jobs@acted.org).  For any further information, please contact ACTEDTunisia/Libya mentioning the reference offer. |