**Job Description**

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| **Position** | REACH OPERATIONS OFFICER Libya/Tunisia | **Starting Date** | ASAP |
| **Reference of the offer** | [5-2022] | **Publication Date** | 30/12/2022 |
| **Location** | Tunis | **Type of contract** | Fixed Term Contract |
| **Duration** | 6 months |  **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) |

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| **Context of the position and key challenges** |
| Under the line management REACH OPERATIONS MANAGER Libya/Tunisia; the REACH Operations Officer shall be responsible for: • Operational coordination with the REACH Libya/ Tunisia office, including all FLAT staff, field staff and enumerators; • Supporting Focal Points and Field Staff in accurately estimating assessment timelines and resources needed for assessment implementation; • Supporting in the Overall design and implementation of work plans together with REACH project focal points and field staff, • Oversight of REACH Enumerators and implementing partner • Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives; |

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| **Key roles and responsibilities**  |
| **Oversight of REACH Operations in the field** * Line management of enumerators and implementing partners in Libya and Tunisia
* Keep track of progress and delays of all data collection and ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner.
* Provide Field Managers with support to oversee Field Teams and enumerators as well as:
* Ensuring the welfare of Field Teams, particularly with regard to the security of enumerators inside Libya/Tunisia
* Ensuring capacity building and skill identification of Field Teams together with the Technical Assessment Officer o Ensure that all team members are kept up-to-date on key activities, plans, and achievements;

**Operational Coordination (financial, logistical, staff capacity)** * Support the Country Coordinator and the REACH Finance focal point in budget follow-up, mainly through contribution to Allocation tables, budget review, and expense forecasting together with project focal points and REACH Field Managers.
* Ensure timely and quality procurement management at the area level
* Ensure proper asset and stock management at the area level
* Ensure sufficient and reliable means of communication at the area level
* Ensure logistics, financial, administration, security, and HR processes in the field have been appropriately implemented and coordinated with the relevant ACTED departments
* Together with the Operations Manager, identify and address capacity issues across all REACH Libya teams

**Human Resource Coordination*** Together with the Operations Manager identify needs for staff recruitment in Libya ;
* Together with the Operations Manager, ensure that all admin documents are up to date and archived
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| **Required qualifications and technical expertise** |
| Excellent academic qualifications, including a Bachelor or a Master degree in relevant discipline • 1 to 2 /years of relevant working experience in a humanitarian setting; • Excellent team management, coordination, organisational and planning skills required, including ability to manage large workloads, oversee multiple teams and effectively meet deadlines, through an excellent ability to multi-task and prioritise; • Excellent communication and drafting skills required for effective donor reporting and proposal development; • Excellent analytical skills required; • Experience managing budgets an asset; • Ability to work independently and manage people remotely required; • Solution-oriented, flexible, and open-minded, including ability to operate in a cross-cultural environment required; • Good understanding of the Libyan context - past experience in the region is desirable; • Fluency in standard Arabic and English require • Ability to operate with Microsoft Word and Excel required |

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| **Conditions** |
| * Job Title: REACH Operations Officer
* Duty Station: Tunis, Tunisia
* Under the Supervision of: REACH Operations Manager
* Working Hours: Full- Time Position -40h per week
* Type of contract: Fixed Term Contract, 6 months (renewable)
* Estimated Start date : As Soon As Possible
* Salary: Salary defined by the ACTED salary grid based on level of education, expertise and level of experience.
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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 attached. Please send your application until 15 January 2023 to Tunis.jobs@acted.org. For any further information, please contact ACTED Tunisia/Libya mentioning the reference offer. |
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