

TERMS OF REFERENCE

Project Officer

JOB PURPOSE

Under the management of the Acted Team Lead, Deputy Country Director, Project Officer is responsible for supporting project activities, including arranging meetings, representation, and communication at local level, planning and reporting.

This will be a full-time position based in Yerevan, Armenia for 1.5-2 months.

Chain of Command

Under the authority of:

Country Director
Deputy Country Director
Team Lead

Responsible for:

Project Assistants
Field Coordinator

Working Relations

Internal:

Acted MEAL Officer and Enumerators
Acted Project Officer
Acted Team Lead
Acted Country Director
Acted FLAT and HR Department[s]

External:

Local Authorities in the intervention area.
Local / International NGOs / UN Agencies

DUTIES AND RESPONSIBILITIES

- Liaise with local and national authorities, contractors, and community representatives.
- Develop timelines for all project activities
- Ensure availability of materials and equipment for all activities
- Track progress, prepare internal and external reports, and ensure compliance with project objectives.
- Oversee construction standards.
- Identify potential delays or issues and implement mitigation strategies.
- Monitor expenses and ensure adherence to financial plans.
- Closely work with MEAL team to ensure effective monitoring and evaluation, accurate data collection and analysis, accountability compliance, and integration of lessons learned into project planning
- Maintain records and ensure adherence to donors and regulatory requirements.
- Ensure appropriate project documentation is collected and retained;
- Available for travel up to 3 nights at a time;
- Carry out other duties as requested by the Team Lead, Country Director, Deputy Country Director

REQUIRED QUALIFICATIONS

Education & Background

- At least 3 years of experience in project management in the NGO sector, preferably in Armenia or the Caucasus region;
- Proven track record in coordinating multi-component projects, preferably in infrastructure development.
- Familiarity with pipeline rehabilitation, reservoir construction, and hygiene promotion activities.

- Skills in liaising with local and national stakeholders.
- Ability to manage budgets and ensure adherence to donor and regulatory requirements.
- Strong communication, problem-solving, and organizational skills.
- Bachelor's degree in business Administration/ Economics/ Civil Engineering, Public Health, similar field or relevant practical experience;

Technical Skills

- Experience in the use of computer and office software packages (MS Word, Excel, etc.);
- Good knowledge of the use of Excel spreadsheets;
- Commitment to high-quality adaptive and accountable humanitarian programming;

Soft Skills

- Strong interpersonal and communication skills for engaging with donors, partners, and internal teams.
- Excellent organizational and time management abilities, with attention to detail.
- Ability to work independently and manage multiple priorities under tight deadlines.
- Strong analytical and problem-solving skills.

Languages

- Fluency in English and Armenian (written and spoken) is essential.
- Knowledge of Russian is an asset.

Other Assests

- Excellent knowledge of the country's needs and context;
- Excellent knowledge of sources of secondary data (state statistics);
- Available for travel to all marzes of Armenia;
- Motivated to work as part of a teamwork in a multicultural environment, requiring flexibility and ability to work to tight deadlines;

Key Performance Indicators (KPIs)

- Timely and effective implementation of project activities.
- Quality and accuracy of project reports and documentation.
- Effective coordination with field teams and internal departments.
- Proper management and updating of beneficiary databases.
- Compliance with Acted procedures and donor requirements.

REQUIREMENTS

- Fluency of English and Armenian are mandatory
- Bachelors degree in relevant field
- Minimum 5 years experience with team management and reporting, preferably with at least 1 year in humanitarian context and/or data collection
- Familiarity with the aid system, and understanding of donor and government requirements an asset
- Prior knowledge of the region are mandatory
- Good command of computer software, including word and excel
- Good team management skills
- Good leadership capacities, patience, and willingness to work as a team
- Good problem solving capacities, to meet any logistical challenges in the field
- Strong interpersonal skills and ability to effectively communicate with both the assessed population and the local authorities
- Flexibility and adaptability are essential, including travel, as well as the ability to plan, take initiative and organize work independently
- Flexibility to ever-changing needs and responsibilities
- Ability to work in a cross-cultural environment requiring flexibility

- Ability to work independently, and willingness to learn and capacity to innovate

Additional capacities

- Proactive and problem solving personality
- High attention to detail
- Ability to manage and prioritise conflicting priorities
- Motivation and ability to independently grow professional capacities through self-training
- Desire to implement lessons learned from previous work and to consider methods for improvement of project cycles

APPLICATION PROCEDURES:

Interested candidates should submit the following documents before 13 March 2026:

- Cover letter (in English language);
- CV (in English language);
- Contacts of three references (including the supervisor in the most recent work assignment if relevant).

The above-mentioned should be sent to: armenia.jobs@acted.org with a subject heading "**Project Officer**".

Incomplete applications will NOT be considered.

Only shortlisted candidates will be contacted for more details and the interview.

Note: applications will be reviewed on a rolling basis.