

Terms of Reference

Senior Project Officer (Assistant to the Chief of Party)

WATER-RES – Enhancing the ability to address the risks of water scarcity in areas most affected by climate change and water shortage in Syria)

Why Join This Project

Be part of acted's first Green Climate Fund (GCF)-funded project in Syria – a flagship climate-resilience and water-security programme.

Work directly with the Chief of Party, the Ministry of Local Administration and Environment (MoLAE), UN agencies and climate-finance partners.

Gain hands-on exposure to project governance, programme development and climate-finance management, with clear opportunities for professional growth.

JOB PURPOSE

The Senior Project Officer works closely with the Chief of Party (CoP) to keep the WATER-RES project well coordinated, well documented and on track. The post holder prepares meetings, drafts minutes and correspondence, translates key documents between English and Arabic, and follows up on decisions and action points with project teams, acted departments, MoLAE and partners.

The role suits a motivated professional with solid experience in project coordination, programme development, grants or communications, strong bilingual writing skills, and an interest in climate change, environment and water. Specialist climate knowledge is an asset and will be further developed on the job.

CHAIN OF COMMAND

Under the authority of:

- Project Chief of Party

Coordination lead

- Project development team.
- Communication team in MoLAE

Line Management:

No direct line-management responsibilities initially, unless subsequently assigned.

WORKING RELATIONS

Internal Relations:

- Acted Syria - FLATs, Acted PD & MEAL
- Acted Syria Gender Specialist
- Acted Syria Technical Coordinators including WASH & Environment and Locally Led Action
- PMU
- Project Managers and implementation teams.
- Programme Development, Partnerships, Locally Led Action, Communications, and relevant technical teams.

External Relations:

- Ministry of Local Administration and Environment (MoLAE) including the NDA & other related ministries (MoE, MoA) at both national and sub national levels when requested by the CoB.
- Provincial and local authorities in target provinces
- All bodies of governance established under the project (PSC, PMU, TWG)
- Technical partners, service providers, and consultants
- Implementing and technical partners, consultants, UN agencies, NGOs, academia,

private-sector actors, development partners, and climate-finance stakeholders.

OBJECTIVE

1. Provide coordination, drafting, translation and organisational support to the Chief of Party.
2. Ensure decisions and commitments are accurately documented and turned into clear, tracked actions.
3. Strengthen information flow between project leadership, technical teams, acted departments, government and partners.
4. Support quality project documents, governance records, translations and communication products.

DUTIES AND RESPONSIBILITIES

1. Coordination and Meeting Management

- Manage the CoP's project calendar, meetings and deadlines, and accompany the CoP to key meetings, visits and events.
- Prepare agendas, briefing notes, talking points and presentations.
- Draft clear minutes in English and/or Arabic, separating decisions, action points, responsible persons and deadlines.
- Maintain the project action tracker and follow up with teams and departments; flag delays and issues requiring escalation.

2. Programme Development and Project Cycle

- Act as the main focal point between the CoP and the Programme Development department.
- Support drafting and review of concept notes, workplans, internal memos, donor reports, amendments and budget narratives.
- Track commitments under the Funding Activity Agreement, Subsidiary Agreement, Operations Manual and annual workplans.

3. Governance and Institutional Coordination

- Support the functioning of the PSC, PMU and TWG: membership lists, ToRs, schedules, decision logs and records.
- Draft official letters, invitations and follow-up correspondence to MoLAE and other entities; track approvals and requests.

4. Translation and Language Support

- Translate project documents, correspondence, minutes and presentations between English and Arabic, faithfully and consistently.
- Provide consecutive interpretation in meetings when required.
- Maintain a bilingual project glossary and an archive of validated English/Arabic versions; coordinate specialist translators for major documents when approved.

5. Communications and Knowledge Products

- Coordinate and quality-review briefs, fact sheets, success stories, presentations and event materials in line with acted and GCF visibility requirements.
- Maintain a publications calendar and support implementation of the communication and visibility plan.

6. Information Management

- Maintain filing systems, document registers, decision logs and version control on SharePoint/Teams.
- Ensure records are complete and accessible for reporting, audit and evaluation.

7. Other Responsibilities

- Represent the CoP or the project when specifically delegated, within approved messaging.
- Uphold acted's Code of Conduct, safeguarding, confidentiality and conflict-of-interest standards.
- Perform other duties reasonably requested by the Chief of Party or acted Coordination.

KEY PERFORMANCE INDICATORS

- Meeting agendas and materials prepared within agreed timelines.
- Draft minutes shared within two working days, unless otherwise agreed.
- At least 90% of agreed actions followed up by their deadlines.
- CoP receives timely briefing packages ahead of key engagements.
- Translations are timely, accurate and consistent with the approved glossary; no material discrepancies between approved English and Arabic versions.
- Documents and communication products meet quality standards with limited substantive revision.
- No confidentiality, safeguarding or information-management breaches.

Professional Experience and Education

Required

- Bachelor's degree in climate change, environment, water resources, agriculture, international development, project management, communications, languages/translation, or a related field.
- Minimum 4 years of professional experience in project coordination, programme development, grants, partnerships or communications with NGOs, UN agencies, donors or government.
- Demonstrated experience drafting reports, minutes, correspondence or proposals in English and Arabic.

Assets

- Experience or studies related to climate change, water security, environment or agriculture.
- Experience working with government institutions, UN agencies or donors.
- Experience supporting senior management or coordinating multi-stakeholder projects.
- Master's degree or relevant certification (e.g., project management, translation, climate finance)

Required Skills and Competencies

- Professional working proficiency in written and spoken English and fluent Arabic, including drafting and translation.
- Strong organisation, communication and follow-up skills; able to manage multiple priorities under pressure.
- Ability to produce clear minutes, briefing notes and presentations.
- Good command of Microsoft Office, Teams and SharePoint.
- Sound judgement, discretion, attention to detail and commitment to acted's values and safeguarding standards.



How to Apply:

If you meet the requirements and interested in this role, please use the link below to access and complete the application form

[Senior Project Officer \(Assistant to the Chief of Party\) 06.10 – Fill in form](#)