

Deputy Chief of Party

Location: [Africa] [Ghana]

Town/City: Savelugu

Category: Field Operations

Job Type: Fixed term, Full-time

PURPOSE OF POSITION

World Vision is seeking candidates for the position of Deputy Chief of Party (DCOP) / Deputy Programme Director (DPD) for an anticipated USAID funded WASH project. The purpose of the project will be to increase access to sustainable water, sanitation and hygiene services to targeted districts in Northern Ghana. The Deputy Chief of Party (DCoP) / Deputy Programme Director (DPD) is responsible for the management of the project, including grant implementation, financial accountability, staffing, planning and reporting as assigned by Chief of Party (CoP)/ Programme Director (PD).

The Deputy CoP/PD has responsibility for overall project operations. S/he should be familiar with the technical components of the project and the required support services. The Deputy CoP/PD ensures that grants operations and sub-grantee management activities are in full compliance with USAID regulations and aligned to NO operations. Upon CoP/PD request, the Deputy CoP/PD would represent the grant to donors and other stakeholders.

Please note that this position is contingent upon funding and donor approval.

MAJOR RESPONSIBILITIES

Oversee Project Operations

- Direct and oversee World Vision's work in an assigned program, ensuring that all program goals are met.

- Research new funding opportunities and develop funding proposals.
- Manage grant budget within approved spending levels.
- Identify issues and risks related to program implementation in a timely manner, and suggest appropriate program adjustments to the Chief of Party/ Programme Director.
- Ensure grant/project expenses are reasonable, allocable, prudent and spent in accordance with donor rules and regulations to ensure clean audits.
- Oversee supply and equipment acquisition, disposition, and management in compliance with WV internal and donor requirements.

People Management:

- Organize and direct the work of grant staff and short-term advisors, set individual performance objectives cascaded from project objectives to all staff hired in the project.
- Provide supervision, training and performance management coaching and feedback.
- Support Staff Learning and Development according with WVI policy.
- Develop and update workforce planning
- Ensure strong staff management practices, consistent with WV policies, donor requirements and local laws
- Ensure proper technical capacity of staff is available

Effective and accurate reporting and communication:

- Establish and maintain effective reporting, evaluation, and internal communication.
- Ensure timely and accurate reports that meet donor requirements.
- Networking and Liaison with different stakeholders.
- Liaise with host government officials, local communities, farmers, and other organizations as appropriate.
- When delegated by CoP/PD, represent the project in meetings with donor and other stakeholders.
- Close cooperation with NO GAM lead for implementation of the GAM objectives as well as close collaboration within the NO GAM Unit on donor positioning, lessons learned, grant health and quality improvements.

Other responsibilities

- Carry out additional responsibilities and projects as assigned, including administrative and planning functions
- Attend and participate in weekly chapel services and daily devotional meetings

KNOWLEDGE, SKILLS AND ABILITIES

- Masters degree in engineering, hydrology, hydrogeology, environmental sanitation, public health or other relevant field or equivalent experience in program management in developing countries

- Familiarity with USAID requirements, their history and their development
- Ability to integrate, lead and motivate teams of professionals around common goals
- Demonstrated accomplishment in working with host-country professionals, ministries and with donor colleagues in country
- Strong communication and interpersonal skills
- Experience integrating gender and youth into complex programming (inclusive programming)
- Has managed a USAID grant
- Good planning and organizational skills
- At least five years of experience designing, implementing and managing large and complex projects involving multiple partners, in/for developing countries.
- Fluent English speaker and the relevant other UN language, if it is officially used in the country
- Strong writing and oral presentation skills in English
- Experience in managing inter-agency consortiums is preferred
- At least 5 years of the international development experience of either the Director or Deputy Director (or of each); must involve implementation and management of large-scale grant/programme activities
- Good understanding of industry standards and trends in the global WASH sector