



JOB OFFER CHIEF OF PARTY

If you have a taste for challenges, a real commitment to development and a deep sensitivity towards vulnerable people in general and persons with disabilities in particular, then this recruitment notice is for you!

Fédération Handicap International, which implements its programs under its operational, branding name of "Humanity & Inclusion" (HI), is seeking a Chief of party for an anticipated multiyear USAID-funded Inclusive Education activity in Rwanda.

The Chief of party reports to Country Manager. The Chief of Party will have the overall responsibility for the coordination and the implementation of all activities and staff of the anticipate USAID -funded Inclusive Education. He/she ensures optimal quality and impact of the project, through a delegation system with appropriate control mechanisms. He/she shares with all HI managers the responsibility of a sound management and successful functioning of the global organization.

This position is contingent upon donor approval and funding.

DESCRIPTION OF ASSIGNMENTS

The Chief of party will be entitled to performing the following missions:

Mission 1: Management

- Manager as a role model: embodies HI's values on a daily basis.
- Manager as coach for meaning: understands the strategy, makes it explicit, translates it into operational objectives for his or her team, leads the necessary changes. Gives meaning to each management action. Encourages inter and intra departmental exchanges of practice. Encourages innovation and risk-taking.
- Operational manager: organizes the operational management of his or her team, structures the work around identified processes, steers performance and facilitates the resolution of problems.
- Manager 1st HR & Coach: contributes to the development of his or her staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensures compliance with the code of conduct of institutional policies, the state of mind and the expected individual and collective behavior

Mission 2: Standards and expertise

Ensures deployment and compliance with HI's global frameworks, institutional policies and standards. This includes but not limited to: mandatory frames of reference (such as HI's mission and values or HI's Theory of Change: access to services), all HI institutional policies (Security/Code of Conduct and Protection/Anti-Fraud and Corruption/PME and Project Quality Framework/Age-Gender-Disability), all institutional guidelines and processes; delegation thresholds; security levels...

Mission 3: Operational management

Responsibility 1: Ensures the proper implementation of the project, in collaboration with the relevant services and in line with general standards and procedures

- Ensures the proper planning, implementation and reporting of the project, in accordance with the logical framework and the allocated budget
- In liaison with the Regional Technical Unit and the Regional MEAL Unit, ensures that HI's quality standards (including technical ones) are applied in the project and follows up the implementation of recommendations resulting from evaluations, support missions and audits
- Ensures compliance with the donor's rules and respect of contractual commitments: consolidation, control and reporting to his/her line manager of operational and organisational elements (management charts, corrective measures, consumption of own funds, beneficiaries' data, etc.)
- In relation with the concerned departments, deploy all appropriate tools to enable projects monitoring (operational, financial, logistics, human resources and technical monitoring) respecting HI and donors' financial framework and in compliance with HI's policies and frameworks.
- Undertake expenditure and manage the project activity-specific budget lines according to the delegation he/she received based on the programme signature delegation table
- Facilitates audits (operational, financial and organizational) and ensures the implementation of their recommendations in his/her area of responsibility.

Responsibility 2: Ensures data management of the project

- Ensures that the appropriate data collection and management tools are in place on projects, in line with global standards
- Ensures that data related to the project is collected and compiled in the project database
- Carries out regular verifications and makes any necessary corrections in the activity database

Responsibility 3: Coordination & partnership management (if relevant)

- Responsible for setting up and implementing the governance schemes for his/her project (ARCI and coordination mechanisms / tools)
- Facilitates internal coordination between his/her team and all relevant services (Operations Managers, Shared Services, Technical and MEAL Teams...)
- Ensure external coordination with all relevant partners of the project/members of the consortium including donors and facilitate effective communication mechanisms
- Ensures the overall management of partnerships / consortium partners and related contractual documents (partnership agreements, MoU, amendments, reports...)

Responsibility 4: Contribute to steering organization transformation, in particular through managerial and work practice change and continuous improvement of working processes

Responsibility 5: Develops HI's external influence (forums, operational & strategic alliances, etc.) and the organization's external representation (events, media) in its area of responsibility.

- Can represent HI vis-à-vis local, national, traditional, political, military and diplomatic authorities and bodies; and international organizations and coordination mechanisms & system.
- Relay messages of HI global advocacy to all relevant external parties.
- Contributes to HI's external influence by participating in relevant networks
- Communicates on the project to partners, authorities and stakeholders when relevant

Mission 4: Emergency Preparedness and Response Responsibilities

- Leads the emergency preparedness actions in his/her department and, in case of emergency, reorganizes the priorities of his/her team according to the humanitarian imperative, in order to ensure HI's quick and efficient response

Required Qualifications

Subject matter expert in planning, monitoring and coordination with a minimum of four years of relevant experience in project management.

| | Indispensable |
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| <u>Degrees</u> | <ul style="list-style-type: none"> • Master's degree or higher in project management, MEAL, Project evaluation |
| Experience s/ skills: | <ul style="list-style-type: none"> • At least, 10 years of relevant experience in project management • Experience in managing inter-agency consortium • At least 5 years of experience in managing USAID grant/project. • Intervention strategy • Assessment • Planning, monitoring and coordination • Operational partnerships • Results monitoring & indicators • Institutional fundings: Proposal and narrative report Writing, Negotiation (contract, litigation, consortia development) |
| <u>Knowledge</u> | <ul style="list-style-type: none"> • Planning and coordination of qualitative and quantitative surveys, dissemination of results • Financial / budget management |

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| | <ul style="list-style-type: none"> • Donor financial management, especially familiar USAID program and requirements • Facilitation and/or design of classroom-based or remote training and skills development systems • Accountability to affected populations : participative, non-discriminant and responsible • Capitalization and continuous learning • Quantitative and qualitative data collection, qualitative analysis • Responsible management of data • Statistical analysis and data visualization • Planning (Supply) • Fluency in English (speak and write). Fluency in French highly desired |
| <u>Personal qualities</u> | <ul style="list-style-type: none"> • Interest in knowledge transfer in a participatory manner • Interpersonal skills / Ability to work in a team and involve stakeholders and partners • Stress management • Sense of priorities and organization • Motivation for the development of sectoral policies • Ability to motivate others toward inclusive practices • Sense of diplomacy and maturity • Demonstrate outstanding leadership |

About our organisation:

Humanity & Inclusion (HI) is a solidarity organization international committed to the rights of persons with disabilities, of people in a situation of vulnerability, and in general for human rights. Respect and the dignity of people concerned and beneficiaries of the actions and communities are at the heart of the staff and collaborators of HI, in all contexts of intervention.

Our code of conduct is a key element to the implementation of the institutional policies that set out the fundamental principles in the protection of our beneficiaries - especially the most vulnerable - against any form of abuse be of power, harassment, sexual exploitation and abuse, by our own staff. These policies include, but are not limited to:

- Protection of Beneficiaries against Exploitation and Abuse Sexual
- Child Protection
- Fight against Fraud and Corruption.

All our representatives are expected to conduct themselves in a manner consistent with our code of conduct. Any violations of those policy will be treated seriously.

Terms and conditions of submission

The application file must include a letter of motivation addressed to the Country Manager of HI in Rwanda, accompanied by the coordinates of 3 professional references related to the position, certificates of services rendered, a detailed Curriculum Vitae and a copy of each diploma (3 pages max). Complete applications must be submitted by e mail no later than midnight on **26th June 2022;** to the following addresses: recrutement@rwanda.hi.org with in subject: **CHIEFPARTY-HI-202206**

Only pre-selected candidates will be contacted to take the tests.

N.B: HI strongly encourages women candidates and persons with disabilities to apply.

(In accordance with the law into force, persons with disabilities will be given priority in the event of equal professional competence or the same mark at the end of the written tests and interviews).

Mélanie GEISER
Country Manager

