

Vacancy Announcement for the position of Chief of Party (COP)

Date of First Publication: April 17, 2024
Deadline for the Application: April 30, 2024

BACKGROUND

National Society for Earthquake Technology-Nepal (NSET) is working for Disaster Resilient Communities in Nepal since 1994. NSET is seeking Chief of Party (COP) to lead a dynamic team in implementing an anticipated USAID funded project Resilience in Education activities in Nepal. The CoP is responsible for the overall leadership, management, and coordination, ensuring that objectives and immediate results are achieved within the given timeframe and budget. The purpose of the Chief of Party position is to manage the overall structure of the program, coordinate with various teams, and oversee the implementation of the USAID Resilience in Education activities in Nepal. The COP is required to collaborate with Center for Human Resource Development (CEHRD) at the Central Level, provincial level, and local level. The USAID's Resilience in Education program aligns with the government's Education Sector Plan 2021-2030, Global campaign of Comprehensive School Safety Framework, School Sector Development Plan (SSDP), 2016–2030, the government's most recent and most comprehensive SSDP, which includes school safety as an explicit objective to develop human capital for Nepal's vision to become an inclusive and prosperous middle-income country by 2030. The proposed COP must have a good understanding on Educational Sector Policies and Plan as well as sound knowledge on overseeing a team of experts and program staff, interface with the donor and key stakeholders, prepare reports (monthly, quarterly and annually), and project implementation plans, align project initiatives with MOEST priorities, and ensure that the program is compatible with USAID as well as National Society for Earthquake Technology-Nepal (NSET) regulations.

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

EMPLOYMENT TYPE: Local-Fixed Term

MAJOR RESPONSIBILITIES:

Project and Budget Management:

- Strategic planning, quick decision making and prompt action for project management.
- Manage proactive and responsive relationship with USAID in close collaboration with counterparts and partner organizations.
- Direct and oversee program implementation, ensuring that all strategic objectives are met through proper design, staffing, implementation, and quality assurance.
- Establish a comprehensive understanding of major policy, guideline, strategy, and program landscape of Resilience in Education in Nepal; identify, develop, and undertake viable strategies for successful institutionalization of scaling up, demonstration and pilot works, and capacity building of Resilience in Education in Madesh, Karnali and Sudur Paschim Provinces in Nepal.

- Develop strategic plans, annual and quarterly work plans, and overall management of the program in line with the project requirements and donor's guidelines to achieve project objectives.
- Ensure the development of strong M&E mechanisms (framework), program monitoring tools and efficient systems to ensure the achievement of program indicators and outcome and high-quality implementation.
- Ensure the application of robust evidence and learning continuity system to inform the implementation of the project.
- Consistently look for more effective and efficient implementation methods and opportunities to increase impact in children with disabilities and disadvantages, disabled friendly construction classroom, toilets) and ensure the safeguarding are in place in program area.

Collaboration with Associations and Organizations and Capacity Building:

- Play an influencing role through forging strong partnership with major actors in Nepal for enhanced outcomes of the project.
- Provide advisory assistance to major implementing actors.
- Represent project with partners and key stakeholders, maintain positive relationships with USAID, federal and provincial ministries and department, stakeholders, and the project team.
- Liaise with local government officials, especially education officials, local communities, donor representatives and other stakeholders as appropriate.
- Liaise with the donor, government, and other stakeholders as appropriate.
- Establish a clear and frequent communication process regarding the project progress and oversight management with the donor and implementing partners.

Grant Compliance:

- The CoP will work closely with the awards manager/ AOR to ensure that the project is implemented according to USAID policies and principles and that there are no disallowable expenses.
- S/he will report to USAID in a timely fashion for any variance on program and/or budget after internal consultation with NSET.
- Establish and maintain effective project reporting, evaluation, and communication systems.
- Submit timely, accurate and professional reports (program and financial) that meet USAID requirements.
- Manage grant/project budget within approved spending levels and ensure project staff submit accurate and timely financial reports, forecasts, and burn rate analyses to donors and Support Office staff.
- Escalate grant management issues early and openly in accordance with NSET's policy; resolve grant management issues quickly and fully.

People Management:

- Hire, Supervise /Guide a team of staff with Resilience in Education
- Lead grant operations staff including finance, M&E, and communications.

- Provide the necessary support to ensure that all technical and project personnel function within approved budgets and in accordance with USAID and NSET regulations, policies, procedures, and guidelines. Promote staff integration and a good work environment.
- Maintain a system of program safeguarding focal point.
- Make sure employees' rights and welfare as per the NSET policy.
- Assessment and needful capacity building activities for the project staff

Communication and Capacity Building:

- Work closely with Communication/media and Strategy teams to develop and implement effective marketing and communication (both internal and external) that ensure knowledge capture and learning across the organization.
- Serve as a focal point for the USAID Resilience in Education project and actively participate in the required meetings/forums and others.

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience

- Master's degree in **engineering (structure/civil/urban planning)** or science (Environment/Geology/ Disaster management) or social science (disaster management/geography/economics/sociology), Education, International development
- Experience with USAID programs, regulations governing such programs.
- Demonstrated outstanding leadership, effective organizational development, partnership building, managerial, team building, and communications skills.
- Proven ability to coordinate with key stakeholders such as governmental ministries, departments and non-governmental organizations and local NGOs.
- Strong knowledge in central, provincial, and municipal educational system, guidelines and SSDP
- Experience in program budget analysis.
- Strong communication, presentation and report writing skills.
- Experience in leading and managing large grants in a complex environment.
- At least 5 years of senior leadership experience, ideally as a Chief of Party (CoP), Team Leader (TL), or Project Director (PD), on USAID programs of similar size and complexity is highly preferred.
- Experience as a CoP or Project Director or Project Manager for at least one major programs in School/education related international program.
- Extensive knowledge and understanding of USAID's program cycle, evaluation policy, CLA framework, and local capacity strengthening policy.
- Experience in managing sub grants and contracts under grants for complex projects.
- Outstanding communication skills include reading, writing, and speaking in English and Nepal.

Required Education, training, license, registration, and certification.

- 15+ years of extensive international development experience managing large grant-funded projects in developing countries.
- At least 5 years managing large resilience in education related projects, especially in emergency settings.
- 10+ years in senior leadership roles interfacing with donors and key stakeholders.
- 5 to 8 years of experience in international development especially in US Government grants

Preferred Knowledge and Qualifications

- Sound knowledge and experience of effective and proven experiences of managing the large teams.
- Sound knowledge of strategies and techniques to manage the effective implementation of USAID funded large grants.
- Excellent relationship building skills including ability to engage and influence across all levels with key decision makers / executives of a variety of key external organizations.
- Excellent communication and interpersonal skills and demonstrated ability to lead and work effectively in team.
- Experience successfully building local capacity and local systems strengthening through programming.

Travel and/or work environment requirement: Office-based with some travel in program area. The position requires ability and willingness to travel domestically and internationally up to 25 % of the time.

Language Requirements: English, Nepali and other local languages are preferable contextual to the Madhesh Province

- Interested candidates are required to the application through online submission system at <https://nset.org.np/vacancy/apply> no later than 5:30 pm on **April 30, 2024**.
- NSET always emphasizes the diversity and inclusion of workforce in terms of gender, culture, and religion. Individual from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.
- No telephone inquiry will be entertained. NSET policy demands selection strictly on merit basis and any undue influences are sure to lead to disqualification.
- Only shortlisted candidates will be contacted. NSET reserves the right to reject any or all applications without assigning any reason.
- All the suitable applications will also be kept in NSET Roster and will be screened and contacted for further evaluation when there is need.

The Executive Director

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