



Job Description

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|--|------------------------------------|--------------------------------------|
| Job Title Deputy Chief of Party | Job Location Dodoma | Category - |
| Job Type Full Time | Job level Director / CXO | Industry Non-profits (NGO) |
| Open to Expatriates Only Open to Tanzanian Nationals | | |

Minimum Requirements

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|--------------------------------|------------------------------|--|
| Min Budget - | Max Budget - | Primary Industry Non-profits (NGO): 12 Years |
| Secondary Industry - | Primary Category - | Secondary Category - |
| Certificate - | Qualification - | |

Summary

The Deputy Chief of Party (DCOP) will be responsible for the implementation of program activities, including engagement with partners and government structures and representatives. The DCOP is responsible for planning, implementing, monitoring, and reporting on the program's activities, tracking progress, documenting achievements, and managing challenges. The DCOP is the key point of contact for the national ministries in Dodoma and will guide all interaction between program staff and local government administrations. The DCOP will be based in Dodoma, is a member of the Senior Leadership Team, and will supervise the Technical Specialists and the Senior Program Managers.

Responsibilities

Technical Leadership:

- Support the COP to provide overall leadership, technical and managerial oversight of the Project including the development of work plans, reports, implementation of program activities, documenting, and replicating successful models to create sustainable scaling of these practices.
- Provide support to partners' planning, execution, and documentation of project activities, ensuring timely and high-quality achievement of targets and deliverables.
- Conduct regular site visits to observe project progress, supervise data quality assessments and obtain feedback from participants and stakeholders.
- Use principles of adaptive management and data-driven continuous improvement processes and develop appropriate responses to solve challenges under tight deadlines while ensuring operational integrity and project impact.
- Build and maintain a sense of shared ownership and unified team effort among staff and local and international partners,
- Nurture strong working relationships within the Government of Tanzania at all levels, aligning project activities with government policies
- Mobilize civil society leaders, private sector and advocacy groups to become engaged in and invest in school feeding activities.

Project Management:

- Hold monthly and quarterly project review sessions with staff and partners to routinely assess and improve project performance against workplan and targets
- Lead project staff quarterly in analyzing and applying project performance and outcome data to monitor progress against indicator targets
- Ensure coordination and synergy between the technical areas and utilizes shared systems for activity planning in districts, schools, communities.

- Closely work with the Finance Team to develop and manage the program activity budget.
- Ensure technical program team is fully informed of and remain compliant to HR, operations, and procurement policies and procedures.
- Lead in developing quality plan for each program/project; ensures project analytics; and conducts continuous improvement process during each quarter
- Lead in identifying and addressing bottlenecks, barriers to behavior change and risks to program and operational quality
- Strategically manage staff by mentoring, nurturing an enabling environment and linking performance objectives to project key performance indicators.
- Ensure all program approaches have accompanying metrics to assess cost and benefits for each model implemented
- Leads the technical team and advocates to the SLT the utilization of data for decision making.

Representation:

- Assume the position of Chief of Party role when the COP is not available.
- Represent the organisation and the project at meetings with multiple local stakeholders (other NGOs, government officials, private sector institutions, etc.) as needed and necessary.
- Ensure accurate and appropriate program information is shared with partners.
- Promote the organisation values (dignity, integrity, humility, creativity and connection). Presents the program at technical working groups meetings, national and international conferences.

Innovation & Program Quality:

- Identifies innovation opportunities to leverage technology to increase impact and reduce costs of the project activities
- Working with the Technical Specialists supports development of program quality initiatives and manages their implementation.
- Working with Sr Program Managers, continuously identifies ways to improve coordination, efficiencies and cost effectiveness of program implementation.

Education & Qualifications

- Master's degree (or equivalent) in a discipline related to international development, health, education, agriculture, community development or other related field with a minimum of 8 years of experience managing multi-sectoral projects with increasing responsibilities and duties in fields related to anti-corruption, and/or providing relevant technical expertise to such projects.
- Bachelor's degree in a discipline related to international development, health, education, agriculture, community development or other related field, with a minimum of 12 years of experience managing multi-sectoral projects with increasing responsibilities and duties in fields related to anti-corruption and/or providing relevant technical expertise to such projects.

Requirements

- Experience in developing and implementing large-scale school feeding programs is required.
- Experience working with senior representatives in the national ministries and local government administrations in Tanzania.
- Proven experience in a leadership position involving the administration of similarly sized, international donor-supported programs with skills in strategic planning, management, supervision, and budgeting strongly preferred.
- At least 5 years' experience with an International NGO is required.
- Demonstrated experience and ability to manage USDA projects, including reporting, budgeting, procurement, project management, monitoring and evaluation.
- Highly capable in Microsoft Office Suite: Excel, Word, PowerPoint, Teams, Outlook, etc.
- Experience leading successful technical teams to coordinate integrated program activities.
- Evidence of effective communication skills, both oral and written, to fulfill the diverse technical and managerial requirements of the agreement is desired.
- A passion for improving children's education opportunities is required.
- Preferred, completion of a Leadership develop program in the past 3 years.

Characteristics

- Excellent representation skills with senior government of Tanzania, donor, and partner representatives,
- Demonstrated skills in program management processes, tools and approaches
- Proven competencies in leading highly skilled technical staff and managers
- Fluency (verbal and written) in Kiswahili to communicate and grasp complex concepts preferred.
- English fluency (verbal and written) must be at the native speaker level.
- High level skills in continuous improvement processes, utilizing data for decision making
- Strategic thinking to influence national policy and investments

- Demonstrated knowledge of creating strategy and implementing programs for Impact
- Availability to travel 30-40% of the time to project sites

Reporting To

Chief of Party (COP)

Driving Licence

Not Required

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