

CHIEF OF PARTY, CAMBODIA

CARE seeks a **Chief of Party (COP)** for the anticipated USAID-funded workforce development activity called the USAID Employ Activity in Cambodia. The principal objective of the activity is to equip Cambodians with job skills tailored to sectors that are driving inclusive and sustainable growth and economic diversification. USAID Employ will emphasize improving the capabilities of women and youth in science, technology, and innovation, concentrating on areas like the green economy, STEM-related fields, digital technology, and manufacturing, among others.

The COP will be responsible for leadership, management, and technical direction of staff and consultants, project activities such as implementation, monitoring, reporting and evaluation, and partner coordination. They will serve as key liaison with USAID, government counterparts, and local partners. The COP will manage and supervise the work of program personnel and subcontractors/subgrantees and ensure that all program assistance is technically sound and appropriate. The COP also oversees program work planning, performance management, and strategic communication.

This activity is expected to be a five-year program in the \$10-25 million range.

This is a Key Personnel position, subject to USAID approval. It is also subject to project award and funding. National and international candidates are encouraged to apply. This position will be based in Cambodia.

Application Deadline: 30 April 2024

Responsibilities:

- Lead the project, providing vision, direction, and technical guidance.
- Oversee the overall management and implementation of the project including project results and deliverables, in accordance with the project work plan.
- Supervise and mentor senior/ technical staff and consultants. Motivate teams to deliver results by establishing a strong team dynamic, open communication, and leading by example. Promote diversity, equity, inclusion, and belonging in internal operations, management, and program implementation.
- Build and maintain productive working relationships with USAID, host government, project partners, private sector, and key stakeholders. Serve as the primary liaison among all project stakeholders.
- Manage the project's operational, financial, and administrative priorities, and direct planning and budgeting processes. Create or adapt management systems in line with CARE's standard operating procedures, ensuring adherence to USAID policies and regulations, and relevant national policies and laws.
- Build partnerships among international-, national- and community-level stakeholders.
- Design and oversee an annual project cycle in accordance with USAID's annual planning cycles. Ensure documentation and dissemination of findings, impact, innovations, and lessons learned, and utilize a collaborative and adaptive learning approach to the project cycle.

- Remain current with similar or related programs and best practices in-country and internationally, ensuring CARE staff apply these consistently.
- Lead in documentation and coordination of information dissemination activities that share project achievements and results with the aim of influencing decision and policymakers.
- Oversee M&E function, including preparation of all required reports and deliverables.

Qualifications:

- Master's degree or equivalent in international development, education, agriculture, public health, economics, business, or related field preferred.
- At least 10 years of relevant senior management experience in international development as Chief of Party, Deputy Chief of Party, or in a senior management role on projects of similar scope and scale.
- Experience working with the private sector in the green economy, STEM-related fields, digital technology, ICT, and/or innovative manufacturing.
- Experience in gender and youth inclusion, particularly in promoting women's and youth's participation and leadership in STEM-related fields and green economy sectors.
- Demonstrated experience in workforce development, economic growth, job creation, or related fields, with a focus on skills training and capacity building.
- Technical experience and understanding in a field that is relevant to a diversified Cambodian economy, education, youth, and skilled workforce.
- At least 5 years experience managing USAID cooperative agreements and/or contracts and knowledge of USAID rules and regulations highly preferred;
- Strong financial management, budgeting, and project operations/administrative oversight abilities.
- Experience recruiting, developing, and managing staff and teams.
- Demonstrated ability to work in complex environments, and work with and between different stakeholders, including local organizations, marginalized populations, government institutions, private sector entities, and US Government agencies.
- Strong oral and written communication skills; excellent demonstrated inter-cultural, interpersonal, and negotiation skills.
- Demonstrated commitment to PSHEA and CP (Prevention of Sexual Exploitation, Harassment, and Abuse and Child Protection).
- Demonstrated commitment to principles of Diversity, Equity, Belonging and Inclusion (DEBI).
- Strong experience overseeing M&E systems for USG-funded projects including Collaborating, Learning, and Adapting (CLA) principles and approaches preferred.
- Experience working in Cambodia or similar contexts in Southeast Asia, with a deep understanding of local socio-economic dynamics and labor market trends will be preferred.
- Demonstrated strategic planning, staff development and capacity building experience
- Fluency in English required (spoken and written). fluency in Khmer preferred.