

DEPUTY CHIEF OF PARTY, CAMBODIA

CARE seeks a **Deputy Chief of Party (DCOP)** 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 DCOP will work closely with the Chief of Party (COP) to ensure program technical quality, efficiency, and integrity throughout the project duration. The DCOP will provide strategic oversight and technical guidance and will directly supervise technical component leads and ensure coordination with cross cutting functions reporting directly to the COP. This includes supporting the continual monitoring of program activities against goals, ensuring efficiency in project staffing, and defining and using standard operating procedures. In collaboration with the COP, the DCOP will be responsible for the successful performance of the project.

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 candidates are encouraged to apply. This position will be based in Cambodia.

Application Deadline: 30 April 2024

Responsibilities:

- Collaborate closely with the COP to provide overall leadership and technical guidance to the project. Serve as acting COP in their absence.
- Ensure coordination with cross cutting functions reporting to the COP.
- Contribute to the development and implementation of project work plans, ensuring intentional cross component integration and alignment with project goals and objectives.
- In conjunction with the Chief of Party (COP), provide technical expertise and oversee the engagement of a diverse workforce ecosystem of actors including the private sector, learners, education institutions, policy makers, and donors for targeted high-growth sectors to address the skills gap and contribute to greater market system competitiveness.
- Support budget planning, monitoring, and reporting to ensure that project activities are executed within approved budgets as required by the COP.
- Supervise and mentor technical staff, fostering a collaborative and high-performing team environment.
- Work closely with the Monitoring and Evaluation team to establish and implement a comprehensive M&E framework for tracking project progress and outcomes and produce key learning products. Oversee M&E function, including preparation of all reports and deliverables as specified in the agreement.
- Build and sustain relationships with key stakeholders including government counterparts, local implementing partners, private sector, and program participants.

- Support the preparation and submission of timely and accurate reports to USAID, highlighting project achievements, challenges, and recommendations.
- Ensure that project activities align with the rules and regulations of USAID, the host country, and CARE's policies and procedures.

Qualifications:

- Master's degree or equivalent in development studies, international relations, economics, business administration, economic development, or related field preferred.
- At least 5 years of relevant senior experience in international development as Deputy Chief of Party, or in a senior management role on large development projects.
- Relevant experience and expertise in workforce development activities.
- Experience managing USAID cooperative agreements and/or contracts, and knowledge of USAID rules and regulations highly preferred;
- Experience working in Cambodia and understanding of key growth sectors such as green economy, STEM-related fields, digital technology, or manufacturing preferred.
- Experience recruiting, developing, and managing staff and teams.
- Demonstrated skills in building and maintaining relationships with government counterparts, donors, private sectors, other donor-funded projects and stakeholders, local organizations, marginalized populations, and implementing partners.
- Strong oral and written communication skills; excellent demonstrated inter-cultural, interpersonal, and negotiation skills and strong analytical and problem-solving 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).
- Experience with M&E systems for USAID projects including Collaborating, Learning, and Adapting (CLA) principles and approaches preferred.
- Ability to travel within Cambodia as required and as security conditions allow.
- Knowledge of the political, social, and economic context of Cambodia is preferred
- Fluency in English required (spoken and written); fluency in Khmer preferred.