



USAID REDUCING POLLUTION ACTIVITY

Hanoi, 14 June, 2024

RECRUIT

Chief of Party – Hanoi, Vietnam

Effective with the release of this position announcement, Winrock International will be recruiting applicants for the position of Chief of Party for the ongoing USAID Reducing Pollution project. The responsibilities, duties and qualifications for this position are described in the attached position description.

GENERAL:

Winrock International is a non-profit corporation whose mission is to put ideas to work—empowering the disadvantaged, increasing economic opportunity and sustaining natural resources. Program emphasis includes education and children and youth leadership, gender equity and women's empowerment, civil society strengthening, agricultural productivity, forestry and natural resource management, rural enterprise and employment, and renewable energy. Over 100 projects are underway in forty developing countries and the United States.

SALARY AND BENEFITS:

The annual salary will be commensurate with qualifications and experience. Excellent benefits include life, disability and medical insurance; retirement; and other normal Winrock benefits.

APPLICATIONS:

Applicants should go to Jobs page at www.winrock.org to submit their application, cover letter and current resume. The deadline for receiving CVs is **no later than June 28th, 2024**

Winrock International is an Affirmative Action and Equal Opportunity Employer.

Vietnamese nationals strongly encouraged to apply.

POSITION DESCRIPTION

POSITION TITLE: Chief of Party

LOCATION: Hanoi, Vietnam

GROUP: Environment and Energy

UNIT: Clean Energy and Circular Economy

REPORTS TO: Director, Clean Energy and Circular Economy

MAJOR RESPONSIBILITIES:

- Provide overall strategic vision, managerial and technical leadership and administrative oversight to achieve outcomes of the program.
- Lead and apply 'collective impact and participatory adaptive management approaches to ensure relevant, efficient and effective program interventions.
- Oversee and be responsible for financial and administrative aspects of the project including grants and managing the budget, ensuring compliance with established Winrock accounting principles and USAID regulations.
- Direct the programs core team of staff, including performance and risk management, coordination, monitoring and evaluation, work planning and reporting, financial and grants management, administration and personnel management.
- Monitor program indicators, evaluate program results, and make recommendations for improvement in program implementation.
- Analyze project impact and challenges to adaptively manage the project to meet or exceed results.
- Prepare annual work plans and progress reports and monitor the implementation of these plans.
- Prepare and submit quarterly reports on the progress of activities and achievement of program results to USAID.
- Interact directly and on a regular basis with USAID and other stakeholders.
- Regularly meet with NGO partners and other key stakeholders to ensure progress towards activity objectives and goals.
- Coordinate and communicate on a regular basis with Winrock's Home Office.
- Serve as principal liaison with USAID
- Manage relationships with complementary USAID and other donor projects.
- Other duties as assigned by supervisor.

QUALIFICATIONS AND BACKGROUND:

Education: Minimum of a Master's degree in a relevant discipline is required. PhD in a relevant discipline is an asset.

Experience:

- Minimum 12 years of professional experience in one or more fields required for the successful implementation of this project such as: sustainable waste management, circular economy, ocean plastics, air pollution reduction, wastewater treatment, natural resources management, NGO governance and capacity building, as well as solid understanding of policy, regulations, economics, and market issues in these sectors.
- Minimum of 10 years in a director-level role leading and managing complex development program and multi-disciplinary teams, preferably as a Chief of Party for a USAID-funded project.
- Proven exceptional leadership in the design, management, implementation, monitoring, and evaluation of similar size and complex international donor support programs with skills in strategic planning, management (including grant management), supervision, and budgeting. Demonstrated effectiveness in strategic thinking and policy analysis with ability to dialogue with host country government.

- Proven track record managing multi-disciplinary and multi-cultural development programs and teams, engaging effectively with stakeholders, fostering collaborative learning and adaptive management, and experience collaborating with private sector, government bodies and building CSO/NGO capacity.
- Experience designing and implementing collective action/impact approaches in similar sectoral area and complexity.
- Excellent communication skills in English.
- Strong familiarity with building capacity and commitment to pollution reduction.

Skills:

- Knowledge of USAID policies and procedures as related to project (including grant/sub award) management required.
- Knowledge of the political, social, cultural, environmental, and development context of Vietnam required.
- Knowledge of grant management and organizational capacity building required.
- Strong leadership, communication, and interpersonal skills, including proven ability to develop and communicate a common vision among diverse partners and lead a multi-disciplinary and multi-cultural team.
- Ability to build coalitions and networks that will provide synergies and sustainable solutions for the program.
- Demonstrated ability to create and maintain effective working relations and coalition building among host country government personnel, stakeholders, NGO partners, and international donor agencies.
- Strong interpersonal, writing, and oral presentation skills in English.
- Ability to work independently and manage a high-volume workflow.