

TITLE: Chief of Party (COP)
REPORTS TO: Deputy Regional Director, APRO
LOCATION: Hanoi, Vietnam

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology— creating a unique mix of capabilities to address today’s interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

We are currently seeking qualified candidates for the position of **Chief of Party** for an anticipated multiyear **USAID Vietnam: New Combatting Wildlife Trafficking Activity**. The purpose of the activity is to reduce consumer demand for and consumption of illegal wildlife and wildlife products, strengthening wildlife law enforcement and prosecution, and improving and harmonizing the legal framework for wildlife crime.

This position is subject to project award, funding, and USAID approval.

Position Description:

The Chief of Party (COP) will provide strategic, managerial, technical leadership and management oversight to the project. S/he will oversee all aspects of project implementation, including program quality, personnel and financial management. S/he will maintain close coordination with USAID and other stakeholders, ensuring that all project interventions are of high quality and lead to measurable impact. S/he will be responsible for timely and adequate implementation of project activities, deliverables and execution, monitoring and reporting. The COP will serve as the principal liaison to USAID/Vietnam and will have regular communication with the USAID/Vietnam Contract Officer’s Representative (COR). The COP is responsible for ensuring compliance with FHI 360 policies and procedures and USG rules and regulations. The COP will be responsible for ensuring sub-awardee compliance and monitoring quality of program implementation. The position will be based in Hanoi, Vietnam.

Key Responsibilities:

- Leads the project team, technical and operational aspects of the project, including planning and implementation, ensuring clarity over plans and priorities, and encouraging effective teamwork
- Provides overall project leadership, management, and technical direction while ensuring compliance with USAID requirements, U.S. government regulations, and FHI 360 policies and procedures
- Liaises with USAID/Vietnam, local government institutions, law enforcement authorities, civil society organizations, private sector and the partners within the consortium to achieve project goals and impact at scale
- Liaises with USG partners and other donors and implementing agencies to ensure coordination of and synergy with other USAID/Vietnam environment related activities
- Leads preparation of project deliverables, including annual work-plans, quarterly and annual reports, final project report and project activity updates, and other project-related

communication and reporting materials in accordance with USAID deadlines and branding guidelines

- Provides overall financial oversight of the budget over the life of the project
- Collaborates with and directly act upon inputs from the compliance director to ensure continuous compliance of all consortium members with agreement/contract rules and regulations
- Oversees a team of senior technical, operations, compliance and finance staff and ensures clear roles and responsibilities and lines of communication are maintained among the team members
- Represents the project at regional, national and international fora, including technical and investment conferences, policy briefings, networking events, etc.
- Provides guidance and mentoring to managers and staff to achieve project goals and develop national leadership capacity.

Minimum Requirements:

- At least a master's degree or its international equivalent or higher in a relevant field of study, such as environmental sciences and/or management, biodiversity conservation, natural resource management, forestry, public policy, natural, earth, or physical sciences, governance, climate change, or other related field
- At least 8 years of professional experience in wildlife conservation, environment/forestry and natural resources management, governance, or public policy 10 years of successful experience as a chief of party, or equivalent, managing and implementing high-volume USAID and other donor-funded environment projects in complex settings, with specific experience working with government counterparts, international donors, and local organizations to strengthen the environment sector
- Proven experience working with relevant government officials, including the Vietnam CITES Management Authority of the Ministry of Agriculture and Rural Development
- Prior experience in working in Vietnam and/or knowledge of the Vietnam environment and wildlife conservation sector
- Strong critical thinking and problem-solving skills to plan, organize, and manage resources for successful completion of projects.
- Excellent oral and written communication skills in English; fluency in Vietnamese language preferred

How to Apply:

Interested candidates can apply through FHI 360 career at <https://www.fhi360.org/careers> or send the resume (max. of 3 pages) to APROProposal@fhi360.org no later than January 31, 2021.