

**TITLE:** Chief of Party (COP)  
**REPORTS TO:** Portfolio 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 Ocean Plastics Activity**. The purpose of the activity is to address factors in Vietnam that drive generation, disposal and management of plastic wastes.

**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 and team. 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 be the principal liaison with USAID/Vietnam and will maintain regular communications with the USAID/Vietnam Contract Officer’s Representative (COR). S/he will ensure compliance with FHI 360 policies and procedures and USG rules and regulations. The COP will also ensure sub-awardee compliance and monitoring quality of program implementation.

**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, civil society organizations, private sector and the partners within the consortium to achieve project goals and impact at scale
- Liaises with USG partners, 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.

**Requirements:**

- Master's degree or its international equivalent or higher in a relevant field of study, such as environmental studies, urbanism and environmental management, waste management, advanced materials recycling, governance and development, climate change or other related field
- At least 8 years professional experience in environment, pollution, waste management, governance or public policy in Southeast Asia
- 10 years of successful experience, or equivalent, in managing and implementing high-volume USAID and other donor-funded environment projects in complex settings preferably as Chief of Party with specific experience working with government counterparts, international donors, local organizations, and the private sector
- Proven experience working with relevant government officials/entities to affect policy reform on plastic-related waste issues and experience representing projects at high levels of policy engagement at a regional level
- Prior experience in working in Vietnam and/or knowledge of the Vietnam environment and plastics pollution landscape
- 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 and qualified candidates, please send your resume to [APROProposal@fhi360.org](mailto:APROProposal@fhi360.org) as soon as possible, but no later than November 30, 2021.