***The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)***

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| **TITLE:**  Chief of Party | | |
| **TEAM/PROGRAMME:**  BHA Consortium | **LOCATION:** Kabul | |
| **GRADE**: 1 | **CONTRACT LENGTH:** Fixed Term | |
| **CHILD SAFEGUARDING:**   * Level 3:  the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programmes; or are visiting country programmes; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**   * The COP is a senior leadership position and will provide overall strategic direction in the design, management, implementation, and overall quality assurance of the BHA funded programme. The COP will be the primary point of contact with BHA at country office level, and will also communicate with SC-US. The COP will oversee the program team, prepare reports and annual operating plans, align program initiatives with in-country priorities, and ensure the program is compliant with BHA and Save the Children’s regulations. The COP will closely coordinate with the Consortium partners to ensure timely implementation of program intervetions. Futhermore the COP will be responsible for providing updates to the Consortium steeting committee, and participate in BHA program technical working/advisory groups. | | |
| **SCOPE OF ROLE:**  **Reports to:** Deputy Country Director - Operations  **Staff reporting to this post:** Deputy Chief of Party, Awards Manager, Finance Manager, MEAL Manager  **Close working relationships:** Country, Deputy Country Director - PDQ, Directors of Program Operations, Head of Technical Unit, Head of Sectors, Head of Awards Management, Senior Supply Chain Manager, Provincial Managers, Partner Prog Directors and Prog managers.  **Budget Responsibilities:** More than 15 million per year | | |
| Key Accountabilities  The main responsibilities of the position holder are:  ***Strategic Direction and Program Management (50%):***   * Take lead role in planning and making adjustments to the program design to ensure achievement of the program's strategic vision; * Lead, supervise and manage the program team, providing a clear vision and strategic direction for program implementation and management; * Supervise, mentor and support the DCOP, Program Managers and other key personnel of the program, including those hired by consortium partners; * Ensure effective program management, including budget oversight and monitoring of program progress towards achieving results; * Ensure coordination among all consortium partners to facilitate synergy of efforts for the achievement of program's results; * Foster a learning environment among the team members, encouraging innovation and sharing of ideas across sectors, with consortium partners and other relevant organizations; * Prepare annual work plan and budget according to USAID and SC rules and regulations; * Ensure compliance with all relevant administrative and financial policies and procedures of USAID and SC; * Ensure that annual work plan, and quarterly and annual reports are produced and delivered on time; and * Provide regular programmatic and management updates to the consortium steering committee, Save the Children U.S. (SC-US) , BHA (DART) as with leaders of major consortium partners on a regular basis.   **Networking and Partnerships (20%):**   * Ensure that the program has effective and appropriate representation on national, regional and international forums; * Participate and/or contribute to relevant conferences, workshops, and meetings that will enhance program representation and knowledge sharing; * Ensure strong communication and coordination with actors in Afghanistan to maximize the use of resources; * Liaise and coordinate with staff from other SC sectors/programs to ensure BHA actitities and achievements become both integrated and complimentary. * Ensure establishment of coord   **Monitoring, Evaluation and Learning (15%):**   * Ensure good practice by supporting the development of strong MEL mechanisms and identify gaps in the standards of delivery of BHA programme by partners through a robust monitoring process. * Ensure that the program monitoring tools and system are in place to ensure high quality all implementation by partners. * Assist in the periodic review and evaluation of partner programs at field sites. * Coordinate with Monitoring, Evaluation, and Learning Manager to lead all program monitoring , evaluation, learning and dissemination efforts; | | |
| **SKILLS AND BEHAVIOURS (our Values in Practice**)  **Accountability:**   * Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically and on a global scale.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to.   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS AND EXPERIENCE:**   * + Master’s Degree in Global Health, Public Health, International Development, Program Management or other relevant areas of specialisation   + Prior experience as a COP or Deputy COP;   + Minimum 7-10 years of professional experience designing, managing, and implementing large and complex integrated health and service delivery programs;   + At least five years of senior program experience working and living in a developing country, ideally within Afghanistan or similar Asia Region country context;   + Experience supporting programs in humanitarian–development nexus with a budget of more than 10 million USD.   + In-depth knowledge of USAID approaches, regulations, compliance, and reporting requirements;   + Excellent interpersonal skills and demonstrated ability to build teams. This includes experience hiring and supervising personnel and effectively leading in team situations to deliver program results;   + Demonstrated expertise convening diverse stakeholders and representing donor, government, and program priorities;   + Creative problem solving skills with the ability to work effectively in resource-constrained environments is important;   + Excellent oral and written communication skills in English. Proficiency in Arabic will be considered an asset;   Ability to travel up to 25% of the time. | | |
| **Desirable**   * Experience with large cash-based programs of 10 million USD+, including cash for food assistance and multi-purpose cash assistance  |  | | --- | | **Additional job responsibilities**  The duties and responsibilities set out above are not exhaustive and the post holder may be required to carry out additional duties from time to time which are reasonable in relation to their level of skills and experience.  In the event of a significant humanitarian emergency, the post-holder will be expected to work outside their normal job description; vary their working hours; and occasionally work from a different location should the need arise. | | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Sibonakaliso Mpala** | | **Date: 20 Oct 2024** |
| **JD agreed by: Melkamu Kassa** | | **Date: 20 Oct 2024** |
| **Updated By: Saleem Sadaat** | | **Date: 20 Oct 2024** |
| **Evaluated:** | | **Date:** |