

**Chief of Party, Equal Access Cameroon (CP3)**

**JOB DESCRIPTION**

**Date:** January 2017

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<b>Job Title:</b>	Chief of Party (COP)
<b>Location:</b>	Yaoundé, Cameroon
<b>Travel Requirements:</b>	Field-based activities in Northern Cameroon
<b>Project:</b>	Cameroon Peace Promotion Project (CP3)
<b>Reports to:</b>	Africa Director, EA HQ

**PROGRAM BACKGROUND:**

**Equal Access International** is a dynamic communications for social change non-governmental organization that combines the power of media with community mobilization to address the most critical challenges in the developing world. Each year we reach more than 90 million marginalized individuals and families with a variety of media and direct community engagement activities. Headquartered in San Francisco, our work spans the globe, with country offices in Afghanistan, Burkina Faso, Cameroon, Cambodia, Chad, Nepal, Niger, Nigeria, and Pakistan. Equal Access' priority areas of impact are Media Strengthening, Youth Life Skills & Education, Agriculture & Economic Development, Health, Peacebuilding, Women and Girls' Empowerment, Civic Participation & Governance and Human Rights. Detailed information about our organization and programs is available at [www.equalaccess.org](http://www.equalaccess.org).

**RESPONSIBILITIES:**

**Job Summary:**

The Chief of Party (COP) leads the USAID Cameroon Peace Promotion Project (CP3). The CP3 project uses radio programming and peace messaging to increase community resistance to violent extremism in northern Cameroon by supporting moderate voices, improving information flow among community members on peace and tolerance concepts, and promoting opportunities for dialogue between stakeholders on issues concerning them.

Based in Yaoundé, the COP serves as the project's primary point of contact with the USAID focal point and the US Mission in Cameroon; s/he is also responsible for representing the program to the Government of Cameroon, other donors, Cameroonian partners and the media. Additionally, the COP serves as the lead manager responsible for overall program implementation and quality control, including technical leadership, management of human resources, physical assets, financial oversight and communications. The required qualifications of the Chief of Party include:

**Specific Responsibilities:**

*Leadership and Staff Capacity Development*

- Provide strategic leadership and oversight of the CP3 program
- Provide capacity building, supervision and support for senior management staff and content development staff, particularly in radio production and leadership training.
- Proactively develop the capacity of staff, drawing on skills of local management, to understand and apply Equal Access principles and methodologies in all aspects of their work.
- Lead country office staff through a process of localization, providing inputs as necessary to boost local capacity to absorb new responsibilities.
- Provide an example of good leadership for staff throughout the organisation.
- Develop a strong team through proper selection, evaluations, appropriate discipline and staff development.

- Develop the managerial capacity of individual senior staff.
- Promote transparent decision-making through open communication and regular meetings.

#### *Program Management*

- Help develop and implement a strategy for research and analysis related to CP3 and its target beneficiaries; apply that analysis to program and project approach.
- Support quality project planning, implementation, and M&E in a manner consistent with Equal Access' working principles, ensuring that CP3 is managed and implemented in a timely and high-quality manner, according to pre-established workplans, and basing program decisions on reliable and accurate data.
- Ensure that all program deliverables are submitted on time in a suitable format and in-line with EA's strict quality standards.
- Build staff capacity in producing, editing, and finalizing high-quality radio content.
- Identify and document best practices and lessons learned that can be successfully replicated and assist program staff to integrate into their work.

#### *Representation*

- Represent Equal Access-Cameroon (EAC) and CP3.
- Lead security and incident related decision making and response.
- Ensure good staff management standards promoting discipline, efficiency and harmonious working environment.
- Promote transparent decision-making through open communication and regular meetings
- Support staff to ensure timely quality reporting to donors, partners and HQ and compliance with grant terms.
- Work to engage with bi- and multi-lateral donors (UN, USG, and others) and like-minded corporations to develop partnerships and new program ideas.

#### **QUALIFICATIONS**

- Fluency in spoken, written and reading in English, and solid technical professional proficiency in French. Familiarity with Fulfulde an advantage.
- A graduate degree in a relevant social, technical or political science (e.g., communications, public administration, business administration, international relations, political science, etc.).
- A minimum of eight years of experience managing public or private sector media, peace promotion, countering violent extremism or governance related programs, preferably including previous experience in Francophone Africa.
- A demonstrated track record of progressively responsible managerial experience implementing complex donor-funded projects with multiple activities, for a period not longer than 3-5 years.
- Previous experience as in a senior management/Leadership position, ideally as a Chief of Party or Deputy Chief of Party, with a strong reputation for developing excellent collaborative working relationships with counterparts, other contractors and international organizations and donors. This also entails: monitoring, evaluating and documenting progress toward meeting project objectives; evaluating sub-contractor and grantee activities through consultative meetings, site visits and reporting requirements; working out solutions to keep activities on track; and providing overall guidance and direction focusing the activity team on achieving agreed targets and long-term strategic objectives.

#### **Travel:**

- Able to undertake regular travel to the project locations in the North and Far North.



To apply, please send your application including a cover letter, updated CV, and three references with “Cameroon Chief of Party” in the Subject line of the e-mail to [jobs@equalaccess.org](mailto:jobs@equalaccess.org) ASAP and no later than February 28, 2017. Please note that we will consider applications and begin the interview process prior to the closing date