

Equal Access International
Chief of Party - Voices for Peace
JOB DESCRIPTION
Date: November 15 , 2018

Job Title: Chief of Party, Voices for Peace
Location: Abidjan, Cote d'Ivoire
Travel Requirements: Roughly 40% travel to Burkina Faso, Cameroon, Chad, Mali, and Niger, as well as internationally as assigned.

REPORTING RELATIONSHIP:

Reports to: Director, Peacebuilding & Transforming Extremism (Washington, DC -based)

BACKGROUND:

Equal Access International (EAI), a non-governmental organization with U.S. regional offices in Washington, D.C. and San Francisco, partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, corporations and individual donors, EAI has a 17-year track record implementing media and social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Mali, Nepal, Niger, Nigeria, and the Philippines. EAI seeks a Chief of Party (COP) to lead and manage our regional USAID-funded Voices for Peace (V4P) program and represent the organization both in the operating countries and internationally.

POSITION SUMMARY:

EAI is looking for a Chief of Party for its V4P program. In September 2016, EAI began implementation of the five-year regional program to counter violent extremism (VE) and promote democracy, human rights, and governance. The project is now fully operational in Burkina Faso, Cameroon, Chad, Mali, and Niger. Through the project, Equal Access International works with radio station partners to become centers of knowledge-sharing and dialogue, while empowering civil society, religious, youth, and women leaders seeking to counter VE Organizations' (VEOs) narratives and empower credible local voices. A continuation of EAI's' ongoing peace and community mobilization work in these countries, the goal of the project is to amplify credible voices of peace and tolerance as part of a broader effort to reduce vulnerability to violent extremism in the Sahel. The project encompasses four intermediate results: positive local narratives strengthened; access to information expanded; increased dialogue and exchange on CVE, governance, and peace concepts; and learning and adapting.

The Chief of Party will be based in Niamey, Niger (or the Abidjan, Cote d'Ivoire - still TBD). This individual will serve as the lead manager responsible for overall program implementation, direction, and quality control, including technical leadership, strategy development and adaptation, management of human resources and physical assets, financial oversight, and communications.

RESPONSIBILITIES:

Specific Responsibilities:

Leadership and Staff Capacity Development

- Provides strategic leadership and oversight of each of the Voices for Peace country projects;
- Leads technical design and activity implementation across five countries in line with yearly project work plans and the project's M&E plan.

- Provides strategy direction to all aspects of implementation and context analysis, liaising closely and regularly with USAID at the national and regional levels.
- Manages progress toward meeting project objectives, developing solutions to keep activities on track and motivate staff and partners.
- Anticipates, plans for, identifies, and solves complex problems.
- Provides overall financial oversight for a \$25 million budget.
- Guides the creation of relevant project deliverables, including but not limited to the M&E plan, work plans, strategy documents, compliance and financial policies, success stories, as well as research, evaluation, and other technical documents and reports.
- Oversees all project staff, including 5 country directors, and builds their capacity to take on greater responsibilities. Manages and mentors technical staff, leading them to achieve agreed upon targets and intended results.
- In coordination with other senior project managers, recruits, hires and trains new employees in line with USAID rules and regulations, Equal Access' internal policies, and local labor laws.
- Represents Equal Access International and V4P to donors, partners, other INGOs, beneficiaries, the media and other stakeholders, ensuring enhanced collaboration and multiplying project results.
- Promote transparent decision-making through open communication and regular meetings with HQ, USAID, and joint meetings;
- Ensure sound staff management standards promoting discipline, efficiency, and a harmonious working environment;

Program Management

- Support quality project planning, implementation, as well as monitoring and evaluation in a manner consistent with EAI's working principles, ensuring that programming 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 project budgets and finances are closely managed, including conducting sound projections and budget monitoring and closely overseeing project revenues;
- Identify and document best practices and lessons learned that can be successfully replicated and assist program staff to integrate into their work;
- Ensure timely quality reporting to donors, partners and HQ and compliance with cooperative agreement terms;

Technical

- Support the design, implementation, and oversight of programs related to Social and Behavior Change Communication, Countering Violent Extremism, Peacebuilding, Media for Social Change, Applied Research, Youth Engagement, and Governance programming.

REQUIRED QUALIFICATIONS

Education:

- Advanced degree in management, business administration, international relations, and/or media production;

Work Experiences:

- Experience in media development, community outreach, and large USAID-funded projects required.
- A demonstrated track record of progressively-responsible managerial experience implementing complex, donor-funded projects with multiple activities (preferably with a budget of \$10 million or more), ideally as a Chief of Party, Deputy Chief of Party, or Regional Field Program Manager, preferably in post-conflict and/or developing country contexts;
- Experience in coordinating with external donors, suppliers, producers, sponsors, investors, and other partners;

- Able to work and meet deadlines under extreme pressure and in challenging cross-cultural environments;

Language and Computer Skills:

- Excellent spoken and written English and French
- Computer skills: MS Word and Excel

Travel:

- Able to undertake frequent travel to challenging project locations with high security risks

PREFERRED QUALIFICATIONS

- Experience in peace promotion, CVE, and governance in Francophone West and/or Central Africa strongly preferred.
- At least 5 years' experience working in Africa, or on Africa-focused projects or media outlets;
- 10+ years' experience leading and managing international development projects;
- Proven understanding of Sahel political, development, and media environment;
- A thorough knowledge of production processes, knowledge of audience research and media commercialization desired;
- Knowledge of Hausa and/or other regional languages a plus;
- Experience designing and managing Social and Behavior Change Communication, Countering Violent Extremism, Peacebuilding, and Governance programming.

APPLICATION INSTRUCTIONS:

EAI offers a competitive salary, benefits and the opportunity to join a growing, innovative international team. To apply, please your CV, three professional references (including contact information), and a detailed cover letter providing specifics on how your background meets the qualifications as well as reasons for your interest in becoming a member of the EAI Team. Please send this information to: jobs@equalaccess.org. In the subject line of the email, please include “**Chief of Party - Voices for Peace.**”

Applications that do not make the proper subject notification in the email or provide the requested information will not be reviewed. Applications for this position will be reviewed on an ongoing basis, however, applications are preferred by **December 31, 2018**. Only those selected for interviews will be contacted.

Equal Access International is proud to be an Equal Opportunity Employer and is committed to creating a diverse environment. Women, veterans, persons with disabilities, and people of color are strongly encouraged to apply.