

## Chief of Party- USAID Zambia Sustainable Water, Sanitation, and Hygiene Partnerships

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Company: RTI International

Location: Lusaka

Category: other-general

### Position Description

The **Chief of Party (COP)** will act as the primary point of contact for USAID/Zambia for day-to-day implementation and management matters relating to the contract. The COP will be responsible for assuring that all assistance provided under the contract is technically sound and appropriate for the needs to be addressed. This includes leading and overseeing all aspects of project strategy development, planning, implementation, review, surveillance, monitoring, evaluation, and learning (MEL), and operations. The COP will also be responsible for facilitating communication and close coordination with all stakeholders of the activity.

They will ensure that a high-quality program is delivered; that performance targets are met; that contractual obligations are met in a timely and cost-effective manner; that subcontracts are well managed; and that coordination with all partners and stakeholders is well-managed and well communicated.

The position is expected to be based in Lusaka with the need to travel to provincial areas as part of program implementation.

Position is contingent upon award and funding.

### Responsibilities

#### **Roles and Responsibilities**

Responsible for overall management and vision of the project, including leading planning, oversight, and coordination of all project activities and personnel. Serves as the primary

liaison between USAID/Zambia and RTI International, managing overall client relationship and ensuring all contractual technical deliverables and reporting requirements are met and in compliance with contractual requirements and RTI standards.

Oversee preparation and delivery of high-quality report and results to USAID, including but not limited to, quarterly and annual reports, annual work plans, technical and financial reports.

Serves as the primary point of contact for project stakeholders and counterparts regarding overall policy, resource mobilization and allocation, joint initiatives, and coordination of project management and planning.

Supervises key technical and operational staff.

Leads the project Senior Management Team and conducts regular meetings to ensure overall execution of the project vision and efficient and cost-effective achievement of all activities.

Ensures women, youth, and other marginalized groups are integrated throughout all project activities and internal implementation policies.

Supports the MEL lead in applying project learning to all activities, capturing, synthesizing, and sharing learnings with internal and external audiences.

Oversees performance MEL to ensure all project targets are met or exceeded, making recommendations for improvement in project implementation.

Responsible for developing and implementing inclusive and supportive workplace practices to ensure a high level of staff morale and retention.

Qualifications

### **Qualifications**

Bachelor's degree and 15 years of experience, master's degree and 12 years of experience, PhD and 8 years of experience, or equivalent combination of education and experience.

Minimum five (5) years of experience leading international donor-supported programs of similar size and complexity.

## Key Experience and Skills

Demonstrated experience leading multidisciplinary teams and an ability to manage projects with remote offices and team members.

Demonstrated ability to develop and communicate a common vision among diverse partners.

Demonstrated ability to establish and sustain professional relationships with host country government counterparts and a wide range of stakeholders, including government officials, private sector businesses, associates, and civil society organizations.

Demonstrated experience utilizing adaptative management to successfully guide programming.

Prior experience in Zambia and knowledge of the Zambian water sector preferred.

Familiarity with climate change adaptation and/or resilience.

Excellent writing and communication skills in English.

#LI-EP1

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