



ICAP at Columbia University Job Description

Job Title:	Deputy Chief of Party
Reports To (Title):	Regional Director
Employees under its responsibility:	N/A
Location:	Guatemala City
Date:	08/19/2024

POSITION SUMMARY:

ICAP at Columbia University (ICAP) is seeking a Technical Director (TD) for the anticipated USAID funded Global Health Security (GHS) activity in Guatemala. The DCoP will provide technical leadership and management support for all capacity strengthening and response activities under this award. The TD will be responsible for overseeing technical support to improve prevention, mitigation and response to emerging health threats. The TD will foster innovation and use of best practices and support adaptive monitoring, learning and evaluation of technical activities and elements of the project. Reporting to the Chief of Party, the TD is a member of the Senior Management Team of the project.

This position is subject to a successful funding application and final approval by USAID.

MAJOR ACCOUNTABILITIES:

- Collaborate closely with the COP to provide overall leadership and technical guidance to the project.
- Contribute to the development and implementation of project work plans, ensuring intentional cross-component integration and alignment with project goals and objectives.
- Provide direction for technical assistance and capacity strengthening activities, ensuring high quality and consistency in approaches and ensure all GHS activities are delivered in line with national and international standards.
- Supervise, mentor and foster collaboration among a team of technical staff
- Ensure effective implementation and coordination of technical assistance activities, working closely with local partners, USAID, and the MoH.
- Support implementation of project activities across the continuum of preparedness, prevention, detection, and response to infectious disease outbreaks.
- Identify learnings, issues, challenges, and risks to program implementation and support corrective action planning and implementation
- Work collaboratively with the MEL team to establish and implement a comprehensive M&E framework for tracking project progress and outcomes and produce key learning products, including preparation of all reports and deliverables as specified in the agreement.
- Performs other duties as assigned.



EDUCATION:

Advanced degree in public health, epidemiology, medicine, veterinary medicine, biology, or related field.

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:

- 8-10 years of relevant senior experience in public health programming in resource constrained settings with at least five of those working in infectious disease program implementation in developing country settings. Experience in Guatemala preferred
- Experience working with GHSA interventions and technical areas (zoonotic disease prevention, immunizations, national lab systems, antimicrobial resistance, surveillance program strengthening, emergency operations response, personnel / staffing development, etc.).
- Demonstrated ability to communicate effectively orally and in writing
- Demonstrated ability to develop and maintain effective working relationships with senior level government officials, donors, and multilateral organizations
- Professional competency in English and Spanish required, including speaking, writing, understanding, and reading, and the ability to conduct business

SKILLS OR COMPETENCIES REQUIRED FOR THE POSITION:

<i>Skills</i>	<i>Essential</i>	<i>preferable</i>	<i>not required</i>
Results oriented	X		
Knowledge of key populations	X		
Commitment to gender equality	X		
communication	X		
Team work	X		
Service		X	
Attention to details		X	
Follow-up	X		
Dynamism	X		
Organization	X		
Planning	X		
Negotiation	X		
Transparent and orderly resource management	X		
Ability to quickly build good interpersonal relationships.	X		