



ICAP at Columbia University Job Description

Job Title:	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 Chief of Party (CoP) for anticipated USAID funded Global Health Security activity in Guatemala. The CoP will be responsible for all aspects of program implementation and overall program management, providing overall strategic leadership and oversight to the program to attain objectives, ensuring adequate communications with USAID, identifying and mitigating program risks, and coordinating with other programs, partners, professional organizations and ministry of health counterparts at the central and departmental levels. Reporting to the Regional Director, the CoP will work closely with the Principal Investigator and the ICAP in Guatemala leadership team, to oversee and supervise the implementation of all project activities.

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

MAJOR ACCOUNTABILITIES:

- Lead ICAP's project team and serve as the primary point of contact with USAID regarding the day-to-day activity implementation and management matters relating to the Activity.
- Provide global or regional expertise in Global Health Security (GHS), bringing technical direction to align an integrated vision among different components and stakeholders
- Provide high-level leadership, technical guidance, and oversight to project activities to ensure effective and consistent implementation, guided by evidence, learning, and adaptation
- Directly supervise strategic planning, annual work planning, performance management, communication strategies, partner and stakeholder engagement, management of grantees and subcontractors, financial oversight, budgeting, human resource management, and compliance with ethical standards.
- Ensure the timely completion and delivery of all project deliverables, including annual work plans, progress reports, and technical outputs.
- Manage a diverse project team of qualified staff, aligning their efforts with project goals and ensuring effective program delivery
- Represent the project in all matters pertaining to the execution of project-related activities including interactions with senior level representatives of partner institutions, government counterparts and private sector entities.



- Cultivate strategic relationships and alliances with the other USG partners and funders
- Ensure timely and accurate reporting of project activities and results to the donor
- Ensure that all donor reports, and project write ups, including but not limited to success stories and program briefs are data driven and articulate a compelling story
- Present progress, achievements, and lessons learned to key stakeholders, including government officials, and other implementing partners
- Prepare briefing documents on the project at the request of the donor or ministries of health.
- Performs other duties as assigned.

EDUCATION:

Advanced degree in health (medicine, biology, veterinary), public health, international development, public administration, or in a closely related field.

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:

- Minimum of 10 years of demonstrated successful leadership in managing large, complex, donor-funded programs within non-governmental organizations or private sector in a developing country context, experience in Central America preferred
- Previous experience as Chief of Party on a USG funder project, preferred USAID
- Demonstrated leadership in fostering successful partnership approaches and relationships among a variety of organizations/institutions including government, private sector, local NGOs, and community-based organizations
- Demonstrated recent, practical experience in managing large (at least \$1 million annually) public health programs in developing countries, preferred Central America.
- 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 O 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		