



Functional Title	: Chief of Party
Responsibility Level / Grade	:
Department / Project / PN	: USAID ARH Project
Work station	: CARE Nepal Central Office, Kathmandu
Incumbent's Name	: TBD
Supervisor / Principal Evaluator	: Country Director

JOB SUMMARY

CARE is an international NGO with local staff and community partners in more than 90 countries. We create local solutions to poverty and inequality and seek dignity for everyone every day and during times of crisis. CARE puts women and girls at the center of everything we do because they have proven to be the best hope for creating lasting change in the world. CARE has been operational in Nepal since 1978 and works in partnerships with government and non-government stakeholders across the spectrum of humanitarian action and long-term development programs.

USAID Adolescent Reproductive Health (ARH) project is an adolescent co-led initiative to empower girls and boys, 10-19 years including the most marginalized, to attain their adolescent reproductive health (ARH) rights. The goal of the program is to support adolescents to reach their full potential by; ensuring they receive correct and appropriate reproductive health (RH) information and guidance to decision-making skills, creating an environment conducive in making healthy reproductive health decisions and facilitating translation of these decisions into healthy behaviors.

CARE Nepal hereby invites applications, for Chief of Party for an awarded USAID-funded Adolescent Reproductive Health Family Planning Project (RH/FP) in Nepal.

The Chief of Party (based in Kathmandu, Nepal) is accountable for the overall vision and leadership of the project and is accountable for delivering results. The successful candidate should possess significant experience in managing program, financial, and operations of USAID or other international donor-funded projects.

Primary Responsibilities:

- Oversee the completion of all technical requirements, including project results and deliverables, in accordance with the project work plan.
- Build and maintain productive working relationships with USAID, project partners, and key stakeholders at the international, national and sub-national levels. Serve as the primary liaison among key project stakeholders.
- Manage the project's operational, financial, and administrative priorities; direct the planning and budgeting processes. Create or adapt management systems in line with CARE's standard operating procedures, ensuring consistency with project needs.
- Design and oversee an annual project cycle in accordance with USAID's annual planning cycles
- With staff and partners, translate project goals and objectives into implementable strategies and plans. Oversee the preparation of quarterly and annual project activity reports, M&E reports, and other deliverables, as specified in the agreement. Report against the project's targets.
- Represent the project at high-level meetings, conferences, and other fora.



- Guide team members to fulfill the project's strategic goals and objectives.
- Supervise and mentor senior staff, delegating responsibilities as appropriate. Clearly communicate expectations for staff performance.

Required Skills:

- Advanced degree in a relevant discipline (MBA, MD, MPH, Ph.D.) from an accredited academic institution.
- Minimum of 10 years of progressively responsible experience in international development as previous Chief of Party, Deputy Chief of Party, or senior management experience on large adolescent health or family planning and reproductive health projects.
- Experience with one or more of the following: positive youth development; maternal and child health; family planning/reproductive health; comprehensive sexuality education; nutrition; quality improvement/quality assurance; health system strengthening; M&E; and operations research.
- Experience managing USAID cooperative agreements and/or contracts as well as experience in implementation of donor priorities including localization preferred.
- Proven exceptional and inclusive leadership in the design, management, implementation, monitoring and evaluation of similar-sized international donor-supported programs, with skills in strategic planning and thinking, management, supervision and budgeting, and experience managing complex activities involving coordination with partners.
- Demonstrated skills building and maintaining relationships with host governments, donors, other donor-funded projects and stakeholders, local organizations including youth-led organizations, and partners. Experience centering meaningful youth engagement throughout all stages of a program a plus.
- Strong oral and written communication skills; excellent demonstrated interpersonal and negotiation skills.
- Experience recruiting, developing, and managing staff and teams.
- Track record of a strong commitment to sharing knowledge, documenting experiences, supporting creative initiatives, and sharing credit.
- Experience managing required programmatic and financial reporting requirements. Experience with M&E is a plus.
- Previous experience in Nepal is an advantage but not a requirement. Knowledge of the Nepal health system in the context of decentralization preferred.
- Fluency in English is required; knowledge of local/regional languages is a plus.

Approved by:

Date:

Agreed by:

Date: _____