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Deputy Chief of Party, (DCOP) Benin

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Company: FHI 360

Location: Benin City

Category: other-general

Deputy Chief of Party (COP)

USAID Benin Northern Livelihood for Youth (NELY)

Working under the direction of senior management is responsible for a project or a program. Provides guidance for and implementation within the project/program framework, government policies and strategies, and in compliance with donor/funder regulations. Works with a team to ensure continued high performance and responsiveness to changing needs and opportunities. Supports strategic planning and business development with a focus on US government and non-government funding sources to position organization as a leader in its specific area of expertise consisting of health, education, nutrition and food security, environment, economic development and livelihoods, civil society and peace building, gender equality, youth, and technology. Work closely and collaboratively with the various departments in support of the project/program.

Criteria: this job is aligned to a program or medium project of equal complexity and scope as deemed by the HR Partner.

Accountabilities:

Provide leadership and management support of a program or large/complex project, ensuring strategically coherent project/program direction, well-managed growth, and compliance with and donor regulations.

Continually seek out ways to build the capacities of the project/program team members, individually and collectively.

Coordinate with other members of the Operations management team on appropriate management, compliance, and performance standards, as well as effective systems for budget management, knowledge management and risk management associated with the projects assigned to the project/program.

Support programming staff to collect, document and disseminate lessons learned and best practices, incorporating these into new project/program designs.

Lead efforts for sustainable project/program growth, proactively identifying opportunities for new programming initiatives and emphasizing multi-year funding to support them.

Ensure routine monitoring visits to the field are conducted to ensure donor compliance and quality project/program implementation.

Coordinate with the stakeholder's units to ensure sound budget management, expense control and timely contractual documentation.

Support all relevant department and units and to ensure they take place on time. Also ensure that programming staff are well trained to properly manage project budgets.

Ensure that the project/program coordinators review documentation on a regular basis; provide leadership and management support to ensure effective monthly grant review meetings.

Mitigate any potential risk by collaborating with the Finance unit(s) to ensure that programming staff fully understand financial and administrative processes involved in project budget cycles.

Develop a sound understanding of projects/programs to be able to professionally represent the organization to implementing partners, the government, and donors

Assist the senior management in developing strong relationships with donors, assisting with visits and in the development of appropriate advocacy actions

Forge and maintain solid cooperation with partner organizations through regular communication, cooperation and, where appropriate, joint decision-making.

Act as the focal point for project/program-related communication between country

projects/programs in the region.

Identify funding opportunities and track them in collaboration with the technical teams.

Oversee programmatic inputs to advocacy efforts both in-country and globally.

Create a supervisory environment focused on the achievement of team and individual results that emphasizes the importance of learning, productivity, accountability, and openness

Performs other duties as assigned.

Applied Knowledge & Skills:

Effective knowledge of design, implementation, and management of sector specific and/or multi- sector/international development projects/programs funded by US government or other international donors.

Knowledge of various funding mechanisms, general contracting, and reporting requirements

Knowledge of donor planning and reporting systems.

Knowledge of business development processes, specifically proposal development, within an international NGO context.

Strong written and verbal communication skills.

Sensitivity to cultural differences and understanding of the political and ethical in countries outside of the US.

Problem Solving & Impact:

Solid operational and tactical decision maker with the ability to handle unforeseen and often time sensitive issues.

Decisions and actions have minimal to moderate implications for the costs and short-term goals of within the department.

Problems encountered are often minimal to moderate; narrowly defined and require basic approaches to resolve them.

Supervision Given/Received:

Routine coordination with all employees, in the country office and with HQ.

Expected to work well with others; develop and maintain compatibility among project staff and colleagues across projects, donors, sub-awardees, consultants, and recipients of assistance.

May serve the role of Deputy Director.

Manages several staff.

Typically reports to a Director.

Education:

Bachelor's Degree or its International Equivalent • Civil Society, Communication and Social Marketing, Economic Development, Education, the Environment, Gender, Health, Nutrition, Research, Technology and Youth or a Related Fields.

Project Management (PM) Certification preferred.

Experience:

Typically requires 10+ years of relevant experience (including 3+ years of line management experience) in business administration, project management transformation, change management, strategy consulting, or internal corporate strategy.

Demonstrated experience in sector specific or multi-sector project management and implementation.

Experience operating in insecure environments.

Experience working in a non-governmental organization (NGO).

Typical Physical Demands:

Typical office environment.

Ability to spend long hours looking at computer screen and doing repetitive work on a keyboard.

Ability to sit and stand for extended periods of time.

Ability to lift/move up to 5 lbs.

Technology to be Used:

Personal Computer/Laptop, Microsoft applications (, Office 365, SharePoint,

Skype/Zoom/Teams), cell phone/mobile technology, and standard office equipment.

Travel Requirements:

Greater than 25%

Date Revised: 9/13/2021

This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

FHI 360 is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, physical or mental disability, protected Veteran status, or any other characteristic protected under applicable law.

Our values and commitments to safeguarding: FHI 360 is committed to preventing any type of abuse, exploitation and harassment in our work environments and programs, including sexual abuse, exploitation and harassment. FHI 360 takes steps to safeguard the welfare of everyone who engages with our organization and programs and requires that all personnel, including staff members and volunteers, share this commitment and sign our code of conduct. All offers of employment will be subject to appropriate screening checks, including reference, criminal record and terrorism finance checks. FHI 360 also participates in the Inter-Agency Misconduct Disclosure Scheme (MDS), facilitated by the Steering Committee for Humanitarian Response. In line with the MDS, we will request information from job applicants' previous employers about any substantiated findings of sexual abuse, exploitation and/or harassment during the applicant's tenure with previous employers. By applying, job applicants confirm their understanding of these recruitment procedures and consent to these screening checks.

FHI 360 will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws.

FHI 360 will never ask you for your career site username or password, and we will never request money, goods or services during the application, recruitment or employment process. If you have questions or concerns about correspondence from us, please email <

FHI 360 fosters the strength and health of its workforce through a competitive benefits package, professional development and policies and programs that support a healthy work/life balance. Join our global workforce to make a positive difference for others — and yourself.

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