

WISHH
Job Description

Job Title: Chief of Party – Nepal
Department: WISHH
Location: Kathmandu, Nepal
Reports to: Project Director, ASA headquarters
FLSA Status: Exempt
Salary: Commensurate with Experience
Approved by: Gena Perry

Summary: The Chief of Party is responsible for the planning, development and management of all project activities related to the Food for Progress – Climate Smart Agriculture & Food Security project in Nepal. The position of Chief of Party will serve as the primary contact for the program, interacting with HQ staff, other implementing partners and implementing units. The Chief of Party is responsible for maintaining the safety and integrity of the overall mission, as well as working to achieve program goals and objectives.

The Chief of Party will be required to:

- Provide overall program management, develop a strong, coherent technical vision, and initiate innovative strategies across the project
- Provide financial management oversight, analyze budgets, and provide updates to HQ on budget expenditures
- Manage relationships with local organizations, private sector stakeholders, and government bodies
- Travel to site offices and target regions as needed to oversee technical assistance and troubleshoot alongside project partners
- Develop and implement annual work plans
- Manage relationships with local organizations, private sector stakeholders, and government bodies
- Represent ASA/WISHH to donors and deliver presentations on behalf of the Nepal program in country and in related conferences
- Establish a respected presence within the international donor community and strategically position the organization in the forefront of agricultural development activities within Nepal
- Supervise program operations, and technical and administrative personnel
- Provide periodic written and oral reports to USDA and WISHH headquarters
- Ensure effective and compliant contract management, reporting, communications and relationship management with USDA

Under general direction and supervision, this position is responsible for supporting new hire/consultant orientation, integration, and developing local in-country leadership capacity. The Chief of Party will

uphold and enforce ASA/WISHH and USDA regulations, policies and procedures as required. The Chief of Party will work together with headquarters and local staff to ensure that a cooperative spirit, marked by professionalism, is maintained within the organization. This position requires coordination of efforts of team members, partners, and third-party contractors and/or consultants in order to ensure quality control and that the activities are carried out according to plan.

The Chief of Party will ensure the execution of the projects according to strict deadlines, within budget and in compliance with USDA and ASA regulation and policy guidelines. The position will require frequent travel within Nepal and to the US may require air travel and/or overnight stay away from home. Applicants must be physically capable of meeting all physical responsibilities, including but not limited to walking distances over 5 kilometers and lifting at least 30 pounds over shoulders. The position requires a minimum of 48 month commitment, ability to live and work in Nepal, secure proper documentation and authorization to freely travel between the United States, Nepal and Asia.

Essential Duties and Responsibilities:

- Oversee all aspects of program related to the Nepal Food for Progress program, including communication with HQ and other staff as necessary.
- Provide activity budget details to Project Director regularly and as major changes occur
- Liaise with WISHH Project Director and third-party contractors to keep abreast of project updates and current factors that affect WISHH.
- Coach and guide in-country staff/third party contractors to ensure compliance under USDA and ASA regulations and policy guidelines, country specific laws and other related policies as appropriate
- Coaching and development of in-country staff, consultants, partners on requirements, objectives and intended results/outcomes of the project.
- Maintain a working knowledge of compliance, government relations, project schedule and timelines, and of the relative industry, markets and trends.
- Contribute to internal and external communication materials in efforts to publicize WISHH actions and accomplishments to stakeholders including, but not limited to, Leader Letter, Success Stories, Donor Reports, QSSB Reports, Annual Reports, etc., as well as joint communication planning with the Nepal project.
- Participate in and communicate with Monetization Agent during each product monetization plan and event.
- Communicate as necessary with USDA Foreign Agriculture Service staff, attaches and other foreign service officers as necessary regarding project status and coordination with other programs in country
- Provide status updates as necessary, including contractual reporting requirements
- Provide status updates to management, governance committee, and WISHH staff as necessary, including contractual reporting requirements
- Liaise with in-country staff/consultants and project partners to ensure their performance is consistent with the aims of the project; timelines are being met and are within compliance.

- Secure proper documentation as required for project compliance especially when related to project deliverables
- Provide overall leadership for the project while maintaining a focus on achieving results efficiently and safely.
- Ensure industry leading monitoring and evaluation strategies are planned and executed throughout the project
- Work with the Project Director to develop and execute a new hire orientation and integration process for in-country staff to be as effective as possible.
- Organize and lead team building exercises with staff
- Report at least weekly and as needed to the Project Director, Nepal Food for Progress program based in St. Louis with program and operation updates.
- Recommend new approaches, policies and procedure to drive continual improvements in the efficiency of the department and services performed.
- Forge and maintain strong relationships with other international and national organizations and continue to expand outreach and education of the benefits of soy products in feed
- Review all program materials before sending to the Project Director
- Work with HQ and local staff on the annual budget preparation
- Evaluate the feasibility and structure of potential programs, special projects including geographical location, potential program expenses, and duration of program, and make recommendations to the Project Director
- Conduct site visits, as appropriate, at all program locations to monitor and evaluate progress and implementation
- Monitor security issues and other relevant news that may affect local staff and/or third-party contractors
- Coordinate all elements of HQ trips by obtaining suitable transportation, lodging, translations and safety from the point of arrival through their departure.
- Other duties as assigned to assist WISHH in achieving its operational goals and objectives outlines in the strategic plan and project agreements.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Master's degree in international affairs/development, project management, agriculture or related fields; 15 years of progressively senior international experience implementing development programs; Demonstrated Team Leader or Chief of Party experience; three to five years of USDA and/or USAID experience, including knowledge of best practices, guidelines, tools, and resources for monitoring and evaluation; experience working abroad, preferably in Asia; comprehensive knowledge of project management; strong analytical skills; strong computer skills (Microsoft Office, Excel, M&E, database management); strong

organizational and prioritization skills; ability to work both independently and with a team; demonstrated ability to work well with persons of different backgrounds; ability to travel throughout Nepal, demonstrated skill in program development and management.

- **Communication Skills:** Must have highly developed oral and written communication skills and be an expert listener; strong interpersonal skills to negotiate and work with foreign experts, managers, government and non-government officials, local staff, and target populations; must be comfortable with engaging with people from other countries in a variety of different communicative modes (verbal, non-verbal, and written); attuned to others through strong active listening skills, ability to related professionally and communicate effectively with staff, consultants, governance committee, and outside contacts; ability to forge a mutually respectful and productive partnership with existing development agencies, businesses, human services, and government agencies in Nepal and the U.S.; ability to respond appropriately and with sensitivity to the cultural differences present among the organization's service population; computer literate in Microsoft Word, PowerPoint, and Excel; fluency in English required, proficiency in regional languages a plus.
- **Reasoning Ability:** Must have a strong command of reasoned, measured decision making based upon analyzing the pros and cons of each potential decision to be made. Ability to evaluate socioeconomic and physical challenges in foreign environments. Ability and desire to learn the project, think strategically, and operate tactically. Ability to learn quickly and multi-task and prioritize in a complex, demanding atmosphere. Solid experience in monitoring and evaluation, data collection/analysis, and strategic planning and reporting.
- **Leadership Skills:** Solid leadership skills including persuasion/negotiation skills and ability to problem solve; Ability to protect the confidentiality/privacy of others and company documents and records; excellent organizational and planning skills a must; capacity to work independently, prioritize and meet deadlines, delegate, monitor multiple projects and follow directions and attention to detail; creative self-starting abilities, dependability, ability to work under pressure, and undertake and be responsible for all issues which might arise in the course of carrying out the project requirements.

TO APPLY: send electronic submission of resume including salary requirements to wishh@soy.org by May 15, 2023. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately. Please write "Nepal COP" in the subject line. No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider. Women, minorities, veterans and the physically challenged are encouraged to apply.

Non-Discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights

activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. ASA/WISHH is an equal opportunity provider and employer.