

Requisition Information:

Title: **CHIEF OF PARTY-UPDATED**Other Possible Locations: **Yaounde, Cameroon**

Description

Description: ***Please ignore above message about US citizenship requirements. Cameroonian and international applicants encouraged to apply.**

CARE Cameroon seeks a Chief of Party to lead the upcoming, USAID-funded, Continuum of Prevention, Care, and Treatment (CoPCT) for HIV/AIDS with Most-at-risk Populations (CHAMP-Cameroon). CHAMP will expand the continuum of prevention, care and treatment for key populations by building on the activities currently implemented by HAPP in the five regions which include the two largest cities (Yaounde and Douala): Littoral-Douala; Centre- Yaounde; North West-Bamenda; Est- Bertoua and Garoua; and South-Kribi. The CHAMP activities will be expanded within the largest urban areas of all ten provinces where high concentrations of target populations are found – with the Chief of Party based in Yaounde.

- CHAMP-Cameroon is a five-year project for a total cost estimate of \$18.8 million.
- CHAMP will achieve the 3 following main, and interconnected, results:
- Technical competence of partners in key populations program design and management using CoPCT is increased,
- Enabling environment for key populations HIV/AIDS programming is strengthened,
- Quality Assurance/Quality Improvement, and Monitoring and Evaluation systems in CoPCT is strengthened.

The project, built on current USAID support in Cameroon, aims to increase access and use of quality HIV prevention care and support services for key populations. These efforts will expand service coverage in the country from five to ten regions, and generate data for evidence-based programming. The project will use a continuum of care approach to service provision, and will link clients with community-and facility-based interventions. It will also strengthen the capacity of existing health systems, including the policy environment and networks, for a well-coordinated response. It is anticipated that at least 140,000 beneficiaries including 16,000 MSM, 66,000 CSW and 58,000 other clients will be reached with quality HIV

prevention, care and support services over the five years.

The successful candidate will be responsible for providing overall vision, leadership and guidance of the project internally with project staff and externally with USAID, host governments, other donors and stakeholders. The COP shall have principal responsibility for overall project management and technical operations to ensure that project tasks are completed and that project objectives are successfully met. S/he will lead the team and serve as the primary point of contact with USAID/WA AOR, PEPFAR Cameroon, and with the USAID Country Representative in Cameroon regarding implementation of activities and management matters relating to the agreement. S/he will have overall responsibility for assuring that all assistance provided under the agreement, whether by international or local experts/personnel, is technically sound and appropriate for the needs to be addressed; and for adequately managing and supervising the work of all experts/personnel. S/he will be the primary point of contact for information on the progress and current status of all activities under the agreement and will establish appropriate mechanisms to ensure that activity progress and specific implementation concerns are regularly and promptly reported. S/he will manage the preparation and presentation of proposed implementation plans and all reports.

Specific duties and responsibilities include the following:

- Oversee the completion of all technical requirements, including project results and deliverables, in accordance with the project work plan.
- Guide team members to fulfill the project's strategic goals and objectives.
- Report against the project's baseline targets.
- Manage the project's operational, financial, and administrative priorities.
- Facilitate the project team's implementation of national and local level communication campaigns.
- Build partnerships among national- and community-level actors.
- Function as the primary liaison between all project stakeholders.
- Create 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 the USAID annual planning cycle.
- Work with staff and partners to translate project goals and objectives into implementable strategies and plans.
- Direct and oversee planning and budgeting processes. Prepare quarterly and annual project activity reports, as specified in the contract.

- Maintain internal control.
- Supervise the performance of all long- and short-term advisors, consultants, and staff.
- Clarify roles, delegate responsibilities to senior staff, and clearly communicate expectations for staff contribution to project activities.
- Manage and supervise project staff and partners in the identifying the project's technical assistance needs, developing suitable scopes of work, recruiting consultants, and executing technical assistance contracts.
- Maintain productive working relationships with USAID clients, project partners, and key counterparts.
- Report to the Portfolio Manager in CARE's home office.

Minimum Qualifications:

- At least 15 years of experience successfully managing and leading evaluations/research programs for complex international public health programs (implementation, logistics, budget, staffing) funded by USAID or international projects in Africa, ideally in francophone West or Central Africa;
- Master's degree in Public Health or related field required; an advanced degree a plus;
- Demonstrated ability in the concepts, principles, methods and techniques of delivering public health programs for HIV/AIDS;
- Demonstrated skills in effectively negotiating with host governments, donors, UN agencies, other USAID projects, local organizations and partners;
- Demonstrated experience managing USAID projects
- Significant experience in service delivery for key populations and sensitivity to implementation of programs that serve key populations
- Ability to successfully recruit, train, develop, and manage staff;
- Ability to manage agreements and all required programmatic and financial reporting requirements;
- Ability to perform internal control functions to manage day-to-day operations of the project;
- Fluency in speaking, reading, and writing in English and French required