

How To Apply

Interested applicants should send a copy of their CV and a cover letter to tstarnes@umn.edu. For more information on this opportunity, please contact Katey Pelican, DVM, PhD at pelicank@umn.edu; cc tstarnes@umn.edu. Employment for this position will be contingent upon the University of Minnesota receiving the award and approval of the donor.

Job Description Chief of Party

USAID Key Kenya project team

Job Title: Chief of Party
Location: Nairobi, Kenya
Regular, Full time Position

1. About the University of Minnesota

The **University of Minnesota** (www.umn.edu, UMN) is a large, comprehensive R1 research university in the United States. Our commitment to collaborative equity permeates every global initiative and partnership, yielding meaningful sustainable relationships, processes, and results. University of Minnesota is an equal opportunity and affirmative action employer. Women, minorities, individuals with disabilities, and protected veterans are strongly encouraged to apply. UMN is leading the Key Kenya proposal as prime.

2. About the USAID Key Kenya Project.

USAID has issued a [RFA for the Kenya Empowered Youth \(KEY\)](#) project (\$15M Ceiling). KEY's overall objective is to empower youth as partners in development and help them to connect with social and economic opportunities. This activity will be delivered predominantly through partnerships with Kenyan HEIs, public and private sector employers (formal or informal), county and national government, and youth organizations. This will be achieved through three areas of focus: 1. Increase economic prospects for youth, 2. Through a partnership between U.S. and Kenyan HEIs, build the capacity of technical training institutions along high growth value chains to increase workforce competitiveness, conduct research, and increase the use of reliable data to inform youth development training, policy, and investments. 3. Develop and/or strengthen local, holistic and sustainable youth-serving systems in select counties to measurably and sustainably impact the lives of those youth who are most vulnerable.

3. Position Description

Position Overview: The **Chief of Party (COP)** is the leader of the team and responsible for the overall planning, implementation, results, and management of the performance of the award. S/he is the team's chief interlocutor with USAID and is responsible for establishing and maintaining constructive working relationships with counterparts across Kenya and with other development partners and USAID implementers. The proposed COP must have outstanding past performance references and a record of successfully leading projects that are similar in size and complexity. Complementarity of technical understanding with the other personnel is essential. In addition, the COP must have the following:

Duties & Responsibilities:

Provide overall leadership and guidance of the KEY project

- Lead project planning and strategy development
- Work with USAID and project team to provide project direction

- Lead annual work planning in collaboration with project team
- Provide technical oversight that responds to promising practices and new approaches

Provide day to day management of the Key Kenya Office and implementation

- Manage project administration and technical implementation on a day to day basis
- Oversee project personnel and project operations, administration and logistics
- Assure timely and effective project implementation

Assure timely and compliant financial implementation and reporting.

- Oversee finance and compliance personnel
- Ensure efficient management of project financial resources
- Assure project compliance with USAID regulations and donor requirements
- Identify and mitigate risks to implementation in a timely manner.
- Oversee implementation and reporting of project sug-awards.

Be the primary liaison to USAID and the project team

- Be the primary point of contact for USAID
- Support clear and effective communication, collaboration and coordination among partners

Support active and productive partnerships and communication across public-private and academic stakeholders

- Serve as the principal liaison to all key project partners including the Government of Kenya, Private Sector Partners, NGOs, US Government partners, academic partners and other donors.
- Work with university, public and private partners to promote partnerships that advance project goals
- Work with partnerships advisor to cultivate public and private partnerships to maximize opportunities for youth skill-building, align university programs to meet country needs and assure long-term programmatic sustainability..
- Work with the partnerships advisor to liaise with public and private partners to foster innovative new strategies for sustainable support of youth-led initiatives in Kenyan HEIs.

Assure timely and accurate reporting and adaptive learning

- Oversee Monitoring, Evaluation and Learning team
- Assure timely and accurate reportng in compliance with all USAID and UMN reporting requirements
- Assure responsiveness to short-term USAID reporting requests
- Assure an adaptive learning approach to project management.
- Assure quality control and timeliness of all deliverables according to USAID requirements

Required and Preferred Qualifications

Required Qualifications:

- A graduate degree in a relevant field such as international education, non-formal and/or alternative education approaches, higher education/TVET, distance learning, youth development, ICT and education, or other related social/behavioral sciences;
- Eight years of relevant and progressively increasing responsibility leading programs focused on youth development, workforce development, higher education, girls and vulnerable youth empowerment, livelihoods, private sector engagement, or other fields related to the program with at least four of those years in Kenya or countries similar to Kenya. Significant relevant experience including at least one stint as COP, or equivalent Program Manager function;

- Demonstrated success working with senior government officials, donor partners, international organization partners, and private sector partners in assessing challenges, creating and implementing solutions, and achieving measurable results in development projects;
- Demonstrated capacity to effectively lead, mentor, and motivate multicultural teams in dynamic environments as well as the ability to work in teams and foster partnerships. Specific examples of the COP's experience in forming, leading, or participating in relevant partnerships must be well documented; and
- The COP must have a demonstrated leadership ability in providing oversight of local capacity development efforts, including working with local partners to ensure adherence to all sub-award requirements.

Preferred Qualifications:

- Experience managing staff to assure timely, accurate and impactful reporting and communications.
- Experience working with a US prime, particularly a US academic institution.
- Experience working on large-scale federally funded projects (e.g. USAID, CDC) (over \$10 million).
- Experience collaborating with diverse stakeholders with varying capacity in HEI engagement strategies.
- Experience building public-private partnerships with HEIs
- Experience with organizational development, quality assurance, curriculum mapping/strengthening or other project strengthening strategies.