

Deputy Chief of Party, USAID Feed the Future - Farming for Nutrition Activity

Semilla Nueva, in partnership with IICA, ICTA and INCAP, is implementing the USAID funded FTF Farming for Nutrition Activity. The purpose of this Activity is to sustainably increase rural incomes and decrease nutritional deficiencies in Guatemala, mainly in the FTF zone of influence by creating a commercially viable market for high yielding biofortified maize seed. Rural Guatemalan communities, especially smallholder farmers and their families including Indigenous Peoples, women, and youth, will experience increased income from higher maize yields and improved nutrition from consumption of biofortified maize products, also contributing to a decrease in irregular migration. Additionally, seed providers will increase their market penetration and the commercial feasibility of biofortified seeds.

Job Description:

The **Deputy Chief of Party (DCOP)** will be responsible for supporting the Chief of Party in all technical, operation and management aspects of the project, serving as second in command in the Chief of Party absence and ensuring proper administration of the project and facilitating technical and/or operational aspects and implementation of the project. The DCOP will oversee sub-awardees management, planning & reporting and support overall operations.

Responsibilities:

- Responsible for supporting the COP in providing leadership and overall management of a multi-disciplinary team to implement education solutions to the development challenges in project implementation.
- Support the Chief of Party in all technical, operation and management aspects of the project and serves as second in command in the Chief of Party absence.
- Ensure proper administration of the project and facilitate operational or technical areas of responsibility as assigned.
- Provide operational guidance and serve as a subject matter expert in assigned area or responsibility.
- Assist Chief of Party in managing all aspects of staffing and creating/maintaining a clear organizational structure with specific roles, responsibilities, and reporting lines.
- Develop partnerships with client, implementers, and stakeholders and foster coordination.
- Coordinate and oversee the operation of sub-awardees.
- Coordinate the development, implementation and reporting on detailed management plans that may include implementation plans, deliverable tracking, etc., in the assigned area of responsibility.
- Track and report quarterly on programmatic achievements as required for project deliverable reporting.
- Produces technical and/or operational reports and updates for deliverable reporting.
- Ensure the quality and consistency of the approach of the project objectives.
- Lead pause and reflection sessions and ensure that the Collaborating, Learning and Adapting (CLA) approach is integrated in project activities and reporting.
- Interact with various levels and locations of the organization for project management, technical and operational support to the project.
- Interface with both USAID and other counterparts regarding the overall direction of the project in the absence of the COP.
- Establish and maintain cooperative relationships with key stakeholders, including government counterparts and implementing partners.
- Manage, supervise, and mentor the program's technical staff.
- Liaise regularly with COP and senior technical staff on management and decision-making.
- Act as Chief of Party in the COP's absence.

Qualifications

- Bachelor's degree in business administration, industrial engineering, international development or a related field and at least 12 years of professional experience.
- Ten (10) years or more of progressively responsible work experience implementing social and economic development programs with demonstrated strong management and coordinating skills.
- Five (5) years of management experience, including direct supervision of professional and support staff and assembling teams working on multi-faceted international development programs;
- Significant experience in the administration and management of implementing donor-supported development projects of similar size and complexity.
- Proven track record in working effectively with other projects, high-level host country host government counterparts, and other international partners.
- Knowledgeable and experienced with international development contracting policies and procedures, specifically USAID.
- Strong skills in project and administrative management.

Power Skills

- The ability to build consensus and show the ability to recruit and develop high performing teams
- Strong leadership skills across various levels of staff and locations
- Strong ability to work across technical and operational areas within business groups and corporations. Familiarity with international development systems, policies, finances, and management in developing countries.
- Result-oriented and problem-solver
- Process-based management
- The ability to work well with others
- Excellent ability in communication (verbal and written)
- Strong interpersonal skills and culturally sensitive and respectful
- Fluency in Spanish and English

Recruitment process

1. 30-45 minute introductory conversation
2. A technical activity to measure analytic, organizational, problem-solving and presentation skills
3. Interview with Leadership Team
4. Psychometric tests, background check and references
5. Offer and final negotiation

Compensation and Location

- Compensation of 60,000 to 75,000 USD per year, based on experience
- Health insurance
- Location: Guatemala City, with availability to travel to the different departments covered by the project
- Start date: as soon as we identify the right person
- Position type: Full-time

To apply please email your CV with a cover letter to trabajo@semillanueva.org with the subject line "DCOP Farming for Nutrition – your name"

Semilla Nueva is an Equal Opportunity Employer committed to sustaining a diverse community with a work environment that is welcoming, respectful and encouraging to all. We foster a culture of inclusion that celebrates and cultivates diversity along multiple dimensions, including race, ethnicity, sex, gender identity, gender expression,

sexual orientation, out-of-home care, age, national origin, socioeconomic status, religion, ability, culture and experience.