

# Chief of Party – Togo



## Position Summary:

Under USDA/FAS Food For Progress (FFPr), Shelter For Life International (SFL) is anticipating a multi-year program in Togo with a goal of enhancing food security and agriculture transformation by adopting climate smart technology, increasing productivity, expanding exports, and strengthening the agribusiness enabling environment. The project will focus on selected vegetable value chains, implementing climate smart agriculture activities, and initiating international trade standards to increase rural incomes. Project goals will be achieved primarily through the following components: 1) increase productivity in the vegetable sector; 2) address post-harvest losses; 3) improve the enabling environment; 4) improve access to finance; and, 5) coordination with the Government of Togo and other donors.

Shelter For Life is seeking a Chief of Party (COP) to lead the anticipated FFPr program in Togo. The COP will be responsible for the overall implementation, oversight, and results of the project. The COP will provide quality assurance and control of all program deliverables as well as provide leadership, supervision, and direction to the project's field staff and operations.

## Areas of Responsibility:

### *Strategic Leadership*

- Provide supervision, support, and direction to field staff in Togo
- Lead a multi-national, multi-lingual, and multi-skilled group of professionals
- Establish relationships with various partners and stakeholders, such as the donor organization, governmental ministries, research and university institutions, international NGO country partners, national, regional and local authorities, and represent SFL at key meetings
- Bring focus and determination to the project staff to ensure high quality results, and prioritize the achievement of the program's goals

### *Quality Program Management*

- Develop and oversee detailed regular, periodic work plans and ensure the project meets all deliverables
- Provide quality reports on project progress to SFL headquarters and the project donor
- Carefully monitor project performance and document progress on project indicators
- Provide oversight and guidance to the project's finance department to maintain adherence to the program's budget and financial plans in accordance with donor requirements and SFL's internal controls
- Coordinate and communicate activities with SFL HQ, USDA, the US Embassy, and local government officials
- Implement and enforce procedures that ensure compliance with US Government rules and regulations
- Enforce SFL's internal control procedures, outlined by SFL's Field Operations Manual, Employee Handbook and the Who we Are, What we Believe, and How we Serve documents

### *Technical Oversight*

- Responsible for strategy, technical oversight and guidance of project components
- Provide overall responsibility for all data collection, monitoring and evaluation
- Oversee a range of activities for coherence and reinforcement of impact, to ensure that components and activities work harmoniously together

## Education and Experience Requirements:

- Master's degree in business administration, international development, agribusiness or agriculture, corporate finance, or related field
- A minimum of eight (8) years of relevant professional experience in designing and implementing donor-funded development projects in the following technical sectors: climate smart agriculture/horticulture, agribusiness, and vegetable value chains
- A minimum of five (5) years of work experience as Chief of Party or a similar level post managing large, complex agribusiness or agricultural development programs
- Prior work experience with USDA-funded or similar international donor-funded programs

- Industry knowledge and experience in the fields of international trade and agriculture value chains
- Demonstrated experience in reporting project progress in adherence with donor guidelines
- Strong leadership and administrative skills, management ability in a cross-cultural environment
- Strong communications and interpersonal skills with evidence of ability to productively interact with a variety of stakeholders and organizations (for example, government, private sector, NGOs)
- Prior work experience in Africa required; specific experience in Togo or Sahel countries preferred

### Personal Skills & Abilities:

- Proven leadership skills with ability to maintain a positive work environment with professionalism
- Strong teamwork and listening skills combined with excellent interpersonal skills and cross-cultural sensitivity
- Ability to research, analyze, coordinate, and plan, both strategically and innovatively
- Ability to quickly assess complex programs and situations and form accurate opinions
- Ability to respond practically, using adaptive management to operate successfully in difficult field conditions
- Willingness to adopt the use of locally appropriate technologies
- Ability to be flexible, persistent, and diplomatic to gain respect among staff, diverse stakeholders including local community leaders, governmental ministries, and the donor organization
- Proficiency in written and spoken French and written and spoken English required

SFL is interested in applicants whose professional ethics, values, and determination to achieve impact are evident and aligned with organizational priorities.

### Additional notes:

- A minimum of 12+ months commitment to live and work in Togo is required
- Applicant must be comfortable with frequent travel, particularly within Togo and West Africa
- Competitive pay and generous benefits including six weeks of paid time off, two weeks of R&R, ACA compliant health insurance, and allowances for housing, food, and communication

### To Apply:

Please send your resume and cover letter to [info@shelter.org](mailto:info@shelter.org) with the subject line: “Chief of Party – Togo” Applications must be in English. Please include your name in the title of all attached documents. In your resume, the work experience should be presented chronologically and should contain sufficient details to enable the review team to evaluate your qualifications and experience. Your cover letter should describe how your professional experiences will apply to implementing the five project components listed in the position summary above, including a brief description of strategies for achieving ambitious program targets (no more than two pages). The CV/resume should include the name, telephone number, and email of at least two references who do not work for your current employer.

### About Us:

Shelter For Life International (SFL) is an international faith-based relief and development organization with over 30 years’ experience in providing sustainable development and humanitarian assistance to post-conflict countries around the world. We are currently operational in Afghanistan, Senegal, The Gambia, and Guinea-Bissau, with headquarters located in Minnetonka, MN, USA. Our team provides support and assistance in the following areas:

1. Population Movement and Settlement
2. Public Infrastructure Reconstruction
3. Economic and Social Development

Our mission is to demonstrate God’s love by enabling people affected by conflict and disaster to restore their lives and rebuild their communities. To learn more about us, please visit [www.shelter.org](http://www.shelter.org)