

# Chief of Party

## West Africa and Southeast Asia



### Position Summary:

Shelter For Life International (SFL) anticipates multi-year projects in West Africa and Southeast Asia funded by USDA/FAS Food For Progress (FFPr). We are seeking Chief of Party (COP) candidates to lead these projects. The COP will be responsible for the overall activity management, implementation, and oversight of each 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 West Africa and Southeast Asia
- Lead a multi-national, multi-lingual, and multi-expertise group of professionals
- Establish relationships with partners and stakeholders, and represent the SFL team at key meetings
- Bring focus and determination to the program team, ensuring high quality results and prioritizing the achievement of goals and objectives

#### *Quality Program Management*

- Lead the development of detailed work plans and ensure the project meets all deliverables
- Provide quality reports on project progress to SFL headquarters and the project donor
- Ensure and monitor component performance and document progress on project indicators
- Coordinate and communicate activities with SFL HQ, USDA, the U.S. Embassy, and local government officials
- Implement and enforce procedures that ensure compliance with U.S. Government rules and regulations
- Enforce SFL's internal control procedures, outlined by the Field Operations Manual, Employee Handbook and the Who we are, What we believe, and How we Serve documents

#### *Technical Oversight*

- Responsible for strategy and implementation of each of the five components: infrastructure, financial services, market access, agricultural practice, and market information
- Coordinate a range of activities for coherence and reinforcement of impact, ensuring that components and activities work in harmony

### Education and Experience Requirements:

- Master's degree in business administration, international development, finance, or related field
- A minimum of eight (8) years of relevant professional experience in agricultural value chain or agribusiness development programs
- A minimum of five (5) years of work experience as Chief of Party or a similar level managing large, complex agribusiness or agricultural development programs with a value chain focus
- Prior work experience with USDA and/or an international NGO with relevant experience or similar international donor-funded programs
- Industry knowledge and experience in the agriculture sector, especially in Africa or Asia
- Demonstrated experience in reporting project progress and adhering to donor guidelines
- Strong leadership and administrative skills, management in a cross-cultural environment
- Strong communications and interpersonal skills with evidence of ability to productively interact with a wide range and levels of organizations (government, private sector, business, NGOs, research institutions)
- Prior experience in Africa or Asia is required

### Personal Skills & Abilities:

- Dynamic 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 and operate successfully in challenging field conditions
- Willingness to adopt the use of locally appropriate technologies
- Ability to be flexible, persistent and diplomatic and to gain respect among staff, local community leaders as well as local government ministries and donor organization
- Proficiency in written and spoken English required; proficiency in French preferred for West Africa; proficiency in Vietnamese preferred for Southeast Asia

#### Personal Skills & Abilities:

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

#### Additional notes:

- A minimum of 12+ months commitment to live and work in West Africa or Southeast Asia
- Must be comfortable with frequent travel, particularly in the project country and region
- Competitive pay and generous benefits including paid time off, R&R, ACA-compliant health insurance, and allowances for housing, food, and communication

#### Apply:

Please send your resume and cover letter to [info@shelter.org](mailto:info@shelter.org) with the subject line: **"Chief of Party – West Africa"** or **"Chief of Party – Southeast Asia"**. Applications must be in English. Please include your name in the title of all attached documents. In your CV/resume, the work experience should be presented chronologically and should contain sufficient details to enable the technical review team to evaluate the qualifications and experience. Please include a cover letter stating your vision and goals in leading a development project that serves the interests of the United States abroad. 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. 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)