VACANCY ALERT!

Job Title: Chief of Party– #SIYA Activity

The Zimbabwe Coalition on Debt and Development (ZIMCODD) seeks to recruit a qualified and experienced professional to assume the position of Chief of Party– #SIYA Activity. ZIMCODD is a socio-economic justice coalition established in the year 2000 to facilitate citizens' participation in making public policies pro-poor and sustainable. This is a full-time position stationed in Harare, Zimbabwe with renewable annual contracts up to September 2028 subject to satisfactory performance.

KEY DUTIES AND RESPONSIBILITIES:

- Ensure high-quality, results-oriented technical programming through hands-on guidance and support grounded in the project's strategic objectives and approved annual workplans.
- Serve as the primary liaison with the USAID Agreement Officer or Agreement Officer's Representative (AOR) on management and technical matters.
- Ensure compliance with all donor and project-specific policies.
- Ensure that the project meets stated goals, outcomes, benchmarks and reporting requirements.
- Take a leadership role in coordination among USAID and key stakeholders, including partners, government stakeholders, civil society and other USAID projects.
- Manage and coordinate the implementation of activities across project partners, ensuring successful integration of activities.
- Liaise closely with ZIMCODD's management and finance team to ensure that all project activities are compliant with United States Government (USG) rules and regulations, as well as consistent ZIMCODD's policies, procedures and best practices.
- Oversee project planning (i.e., development of work plans and project budget), monitoring and reporting (i.e., review and approve periodic budgets and technical and financial reports) in accordance with the highest standards.
- Oversee project budget and work in close coordination with the Grant Accountant to meet expected results, ensuring cost-effective use of donor and ZIMCODD resources.
- Support the implementation of a highly adaptive, context-driven programmatic approach.
- Ensure a responsive and innovative approach to developing the capacity of government and civil society actors.
- Provide strategic management and oversight of the project's sub-award portfolio.
- Manage a team of flexible and adaptive employees and oversee evidence-based adjustments in programming to achieve greater impact.
- Oversee project staff in helping partners establish reporting and tracking systems to provide key information in an efficient and timely manner.
- Ensure that the program meets programmatic and financial targets and makes accurate projections.

- Represent the project at conferences, working group, and meetings to support USAID and ZIMCODD's thought leadership in accountability discourse, capacity development and civil society strengthening.
- Adhere to all of ZIMCODD's Code of Conduct policies including our Zero Tolerance Policy on Harassment, Sexual Exploitation and Abuse in the workplace. Report any abuses towards staff and beneficiaries to your immediate supervisor when appropriate.

REQUIRED PROFILE
Basic Requirements

- Master's Degree from an accredited university in Social Sciences, Political Sciences, Law, Development Studies or equivalent.
- At least ten years of experience in the successful implementation of international development activities with preference given to democracy and governance activities.
- At least eight years of progressively responsible management experience including administering donor-funded programs.
- Demonstrated understanding and experience in accountability and integrity building programming.
- Experience building capacity for local government actors, civil society organizations and/or research institutions in Zimbabwe.
- Demonstrated flexibility, adaptability and the ability to perform and collaborate in complex and politically sensitive project environments.
- Experience working on and leading teams for USAID contracts and/or cooperative agreements.
- Knowledge of USAID rules, regulations and policies.
- Demonstrated leadership skills.
- Demonstrated track record of successfully building and effectively managing a diverse team of employees and partners.
- Demonstrated ability to work in complex environments, navigate sensitive issues, and develop and maintain relationships with different stakeholders, including civil society organizations, government institutions, private sector entities, and US Government agencies.
- Demonstrated skills in problem solving and consensus building.
- Fluency in English (oral, writing and reading).
- Ability to travel within Zimbabwe and occasionally, internationally.

OTHER PREFERENCES

- Fluency in one or more official languages of Zimbabwe (aside from English).
- Demonstrated experience managing highly adaptive programs as well as applying conflict-sensitive approaches.
- Knowledge of the political, social and economic context of Zimbabwe.
- Zimbabwe nationals are strongly encouraged to apply.
- Valid drivers' license.

HOW TO APPLY

Interested candidates with the specified qualifications and experience should apply by email to recruitmentzim2000@gmail.com with a **Cover Letter** and **detailed Curriculum Vitae** (CV) with a minimum of three (3) **contactable references** no later than **November 29, 2024**. All applications must clearly indicate the position being applied for in the email subject line.

ZIMCODD provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation or marital status.