

Chief of Party, Breakthrough ACTION-Burundi

Background

[Johns Hopkins Center for Communication Programs](#) is currently recruiting a Chief of Party for a two year USAID-funded Presidential malaria initiative and family planning and sexual and reproductive health programs to manage implementation of high-quality activities that influence positive behavior change to prevent maternal and child death and protect at-risk populations from preventable malaria morbidity and mortality. It is anticipated the activity will also strengthen the institutional and technical capacity of the Ministry of Health to design, implement, evaluate, and coordinate effective social and behavior change (SBC) programs.

Duties and Responsibilities

The Chief of Party will have overall responsibility for management and coordination of Breakthrough ACTION Burundi activities and staff, providing strategic direction, management and oversight of all technical, administrative, operational, and financial aspects of the project. S/he will:

- mentor staff and oversee teams;
- proactively represent Breakthrough ACTION Burundi to USAID and the Government of Burundi;
- cultivate relationships with the management team at the USAID/Burundi Mission as well as with other USAID-funded implementing partners and other relevant stakeholders; and
- ensure compliance with USAID, Johns Hopkins University (JHU), and Breakthrough ACTION processes and regulations.

Performance is measured in each of the areas below (program management, people management, technical work, and professional and organizational growth) with five criteria:

- Quantity of Work
- Quality of Work
- Initiative, Problem Solving, and Innovation
- Interaction with Others
- Communication

Performance of staff who supervise other staff will also be measured in:

- Staff Development

- Utilization and Allocation of Resources
- Organizational Effectiveness

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Program Management

- Lead, oversee, or act as technical expert for large-scale country programs independently. May include:
 - Envision, design, and initiate new program activities according to a larger program goal
 - Produce and edit documents, work plans, reports, and presentations
 - Lead budget development and resource allocation decisions
 - Oversee staffing, roles, and level of effort to meet program goals
 - Facilitate effective communication and collaboration between program, finance, and administrative staff to ensure team functioning to meet program goals
 - Facilitate and model frequent, open, ongoing communication with program team members in all locations (offsite, in headquarters, and internationally)
 - Lead engagement with internal and external partners
 - Ensure adherence to JHU, CCP, and donor rules, regulations and policies
 - Lead process of using data to inform strategies, work plans, and program direction
- Put in place tools, processes, and structures to ensure excellence in programs, products, and deliverables to meet program goals

People Management

- Design and manage effective team structure to meet program goals
- Supervise, coach, and mentor staff independently
 - Orient and train new staff members
Conduct regular (at least quarterly) check ins and annual performance reviews with all supervisees
 - Identify and recommend appropriate professional development opportunities for supervisees
 - Ensure effective coaching, mentoring, and supervision of all staff on your team
 - Provide coaching and mentoring to promote continued growth and improvement among supervisees and other staff
- Oversee and ensure the quality of work produced by staff or team. Develop processes, tools, and routines that ensure the quality of work
- Operate in compliance with all JHU policies

Technical Work

- Oversee high level strategy design and implementation independently
 - Lead and build staff capacity in technical work, including strategies, toolkits, communication materials, scripts, job aides, and needs assessments
 - Generate and envision new activities, ideas, frameworks, and strategies that further high-level goals
 - Use, develop, and model tools, processes, best-practices and colleague review to ensure all products and documents are of the highest quality possible
 - Provide information to others about the quality of work. This includes raising concerns about errors, omissions, and poor-quality products to the staff member responsible for that work and requesting revision of work that is not high quality.
 - In collaboration with research and evaluation division, strategically plan for research, monitoring, and evaluation activities
- Lead in-country technical activities, including trainings, workshops, and program support, independently
- Demonstrate technical expertise in relevant technical areas (i.e. SBC, knowledge management, health areas) and build capacity in others.
- Ensure project integrity technically, administratively and financially
- Demonstrate high level technical communication, including writing reports, creating and giving presentations, and facilitating trainings or group discussions
- Ensure excellence in programs, products, and deliverables to meet program goals

Professional and Organizational Growth

- Initiate and lead center-wide initiatives, independently
- May include brown bags, communities of practice
- Lead proposal development (technical, budget, coordination) independently
- Lead strategic partnership development independently
- Lead donor cultivation independently
- Contribute to global technical knowledge
- Represent JHU, CCP, and Breakthrough ACTION at relevant external meetings and events
- May include delivering technical presentations, networking, relationship building, and initiating and following through with opportunities for collaboration
- Professionally engage and collaborate with other programs across CCP
- Recognize and address factors that might strategically impact a program or CCP and lead implementation of solutions
- Proactively seek opportunities to expand leadership and management skills

- Request or initiate quarterly check-in meetings with supervisor to assess performance, strengths, and areas for improvement in your current position and establish professional goals
- Identify opportunities for bringing new skills into CCP, including attending JHU courses and seminars, conferences, and external trainings

Occasional domestic & international travel required, with potential for evenings & weekends.

Minimum Qualifications (Required)

- Master's degree (M.A., MHS, MPH) required.
- Ten (10) years related experience required.
- Additional relevant experience and/or training may substitute for some education.

Preferred Qualifications

- At least twelve 12 years' experience with with health and development programs implementation in Sub-Saharan Africa and at 5 year SBC programs experience strongly preferred
- Experience in Burundi preferred
- Proficiency in French is required

Special Knowledge, Skills, and Abilities

- Demonstrates exceptional leadership abilities
- Deep applied experience in Social and Behavior Change (SBC) management
- Experience with SBC in malaria, family planning and sexual and reproductive health. Experience in other health areas is a plus.

If you are interested, please send your resume/CV and a cover letter to breakthroughactionburundi@gmail.com