

JOB OPPORTUNITY

Deputy Chief of Party

Sustainable Landscapes Ventures (SLV)

SUMMARY

Conservation International (CI) Mexico is seeking a uniquely qualified and highly motivated individual to serve as Deputy Chief of Party for an innovative and exciting USAID-funded conservation project in Mexico. The position will be based in Mexico City, Mexico; however, given current COVID-19 constraints there will be some flexibility in interim and long-term locations for the role. The Sustainable Landscapes Ventures (SLV) Activity will work with small producers, investors, and buyers to consolidate long-term partnerships in sustainable and inclusive value chains in Chiapas, Oaxaca, and the Yucatán Peninsula, Mexico.

She/He will be responsible for supporting the Chief of Party (COP) in driving and achieving excellent execution of the project – effectively translating the initial vision into a shared vision that key stakeholders have buy-in to. **The successful candidate will support the Chief of Party and supervise the administrative and technical coordinators.** His/her tasks will include ensuring the landscape management approach among all actors involved in SLV, managing resources at national and state levels, receive, delegate and channel complaints from SLV participants, as well as review the **financial status, administrative reports, contracts, and counterparts, as well as managing mechanisms for financial sustainability of the SLV.** **The Deputy Chief of Party is responsible for the management of the project, including grant implementation, financial accountability, staffing, planning, and reporting as assigned by the COP.**

The Deputy Chief of Party has responsibility for overall project operations. S/he should be familiar with the technical components of SLV and the required support services. The Deputy Chief of Party ensures that grants operations and sub-grantee management activities are in full compliance with USAID regulations.

Conservation International Mexico has a strong commitment to inclusion, diversity, and equal opportunity employment of minorities, females, and individuals with disabilities. People of all backgrounds are welcome to participate.

KEY RESPONSIBILITIES

- Work with the COP to ensure that all program goals are met. Provide regular update reports to the COP;
- Identify issues and risks related to program implementation on time and suggest appropriate program adjustments to the COP. **Ideally develop and maintain a risk register.**
- Ensure grant/project expenses are reasonable, allocable, prudent, and spent per donor rules and regulations to ensure clean audits.
- Monitors progress in achieving project objectives and provide COP with updates.
- Evaluate project delivery effectiveness and together with the COP determine corrective actions needed to improve achievement against the project goals and objectives.
- Maintains regular contact with staff & consultants.
- Ensures an accompaniment strategy for the activities to be carried out by the project staff to ensure the correct implementation of the project in the landscapes.
- Establishes leadership and personal credibility and implements and maintains clearly understood chain of authority and accountability.
- Regularly visits project sites and provides direction and informs to the COP of progress, issues, challenges, and concerns; makes recommendations; and implements decisions.
- Ensures the implementation of the correct landscape communication strategy of the project staff in the landscapes with producers, partners, and institutions.
- Assists with recruitment and orientation of new staff.
- Identifies and utilizes opportunities to improve the technical capacity of staff and provides Technical Assistance backstopping when required.
- Ensures adequate programmatic landscapes reporting to donors by collecting information and preparing detailed work plans, quarterly and annual performance reports, evaluations, and other reports as required.
- Support the SLV COP in providing strategic and technical leadership and direction, defining, and implementing activities to achieve the greatest impact toward project goals and objectives; serve as Acting COP when the COP is absent.

People and resource management

- Provide supervision, training and performance management coaching and feedback.
- Support Staff Learning and Development according to annual goals.

- Ensure strong staff management practices, consistent with CI policies, donor requirements and local laws
- Ensure proper technical capacity of staff is available
- Supports project staff by creating and maintaining a work environment that promotes teamwork, trust, mutual respect, and empowers staff to take responsibility.
- Develop an action plan to achieve the above.

Project M&E and Reporting

- Provide oversight for the successful implementation of the SLV Project M&E Plan per USAID requirements.
- Develop and deliver training to the SLV team so that they are aware of M&E plans, upcoming activities, reporting guidelines as well as links and relevance to SLV communications products.
- Ensure that indicators are identified and methodologies for data collection and eventual reporting are based on the PIRS approach.
- Ensure that all SLV project personnel are aware of and supporting project M&E needs. Ensure that all activities should be viewed through the perspective of how this will contribute to project outcomes and impact project indicators.
- Drive the creation of all draft reports so that the COP can review prior to formal submission date.
- Ensures the technical quality of the documents developed by the project staff, aligned with the language, goals and objectives of the Project.
- Develops and manage the M&E, Reporting and Communications Calendar so that the SLV team is aware of upcoming needs.
- Carry out additional responsibilities and projects as assigned, including administrative and planning functions.

REQUIREMENTS

- Advanced degree from an accredited university in economics, businesses, international development, environmental sciences, forestry, agroindustry, sustainable agriculture, agronomist, or related field; equivalent experience may be substituted for graduate degree.
- At least six years of experience in managerial roles on similar programs, including substantial supervisory experience in land field projects
- Experience with projects designed to build enabling environments; develop business incubators; support MSMEs; and offer business development services.

- Proven experience achieving environmental goals in complex social environments for local communities.
- Experience working in Latin America. Preferably Southern Mexico.
- Previous experience as DCOP of USAID-funded programs preferred.
- Strong negotiation skills and the ability to develop relations with local counterparts, donors, and other stakeholders.
- Demonstrated innovation and success in staff capacity-building and in participatory, flexible, and gender-sensitive programming and implementation.
- Proficiency in Microsoft Office suite, including Word, Excel, and Outlook.
- Strong communication skills, both oral and written.
- Fluency in English and Spanish required.

Supervisory responsibilities

- Has direct supervisory authority and provides feedback on team member and/or contract/partner staff and support personnel performance.
- Act as a technical or subject matter expert to peers and other staff.
- Responsible for managing USAID funds, monitoring results, and recommending follow-up action.
- Reviews for understanding and compliance with donor agreements

WORKING CONDITIONS

- Extended work hours may be required.
- Frequent travel of more than 40% may be necessary including travel to remote locations.
- May need to work out of doors in adverse weather conditions.

APPLICATION PROCESS

Candidates who meet the requirements, please send your CV with relevant experience to:

Email: lvallejo@conservation.org

Subject: “Deputy Chief of Party - SLV”

Deadline to apply: January 5, 2023