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| **This position is contingent upon donor approval and funding** |
| **JOB TITLE: Chief of Party** |
| **TEAM/PROGRAMME: OPERATIONS** | **LOCATION:** Kigali |
| **GRADE**: Executive  | **CONTRACT LENGTH: 5 years**  |
| **CHILD SAFEGUARDING:** Level 3:  the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:**Save the Children is seeking a Chief of Party (COP) for the anticipated five-years USAID-funded Teaching and Learning Materials Supply Chain (TLMSC) program in Rwanda. The Activity aims to strengthen the book supply chain to increase the quantity, quality, affordability, and accessibility of books and other physical and digital reading materials in schools, homes, and communities. By working to improve the capacity and systems of key actors along the book chain, such as the Rwandan Ministry of Education (MINEDUC) and the private sector, while simultaneously strengthening linkages between these actors, this Activity will improve the sustainability of the Rwandan book supply chain. This senior leadership position will provide overall strategic direction in the design, management, implementation and overall quality assurance of the project. The COP will be Save the Children’s primary point of contact with USAID and all relevant stakeholders. This position will collaborate with MINEDUC and other critical partners to provide high-level support for effective capacity building at the local level and sustainability of the project interventions. The COP will oversee a team of experts and support staff, prepare reports and annual operating plans, align project initiatives with in-country priorities, and ensure the program’s compliance with USAID and Save the Children regulations. The project must be designed to align closely with the current objectives of the Government of Rwanda so that activities are complementary and create sustainability. **Position reports to: Country Director** |
| **KEY AREAS OF ACCOUNTABILITY:** * Develop strategic plans, annual and quarterly work plans, and overall management of the program in line with USAID guidelines to achieve project objectives.
* Ensure high quality technical leadership and oversight is in place for the program.
* Lead team to provide proper coordination and guidance among local government, country-wide initiatives, community partners, NGOs and other key stakeholders.
* Support the development of strong M&E mechanisms, program monitoring tools and efficient systems to ensure high quality implementation.
* Establish compliance with USG regulations, procedures and Save the Children guidelines.
* Represent Save the Children with partners and key stakeholders, maintain positive relationships with USAID, local ministries, and the country office team.
* Establish effective communication and coordination with personnel from the government in order to implement interventions and incorporate country-wide priorities.
* Actively participate as a member of the Country Extended Senior Management Team (ESMT), contributing to country strategic plans.
* Create and sustain a work environment of mutual respect where the project team strives to achieve excellence.
* Incorporate SC’s vision and values and full adherence to Code of Conduct principles.
* Closely monitor security dynamics in the project areas and report to the Country Director on significant changes in the security context.
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| **SKILLS AND BEHAVIOURS** **Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

**Ambition:*** Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks

**Integrity:*** Honest, encourages openness and transparency
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| **QUALIFICATIONS AND EXPERIENCE****Required Qualifications*** Bachelor’s Degree in education, international development, business administration, or another social science is required.
* Minimum 7-10 years of professional experience designing, managing and implementing programs in the fields of literacy, international education, and/or supply chain management.
* At least five years of senior program experience working and living in a developing country, especially in Rwanda or another Central African country.
* Prior experience as Chief of Party, Deputy Chief of Party, or other similar role.
* In-depth knowledge of USAID approaches and regulations.
* Excellent interpersonal skills and demonstrated ability to lead and work effectively in team situations.
* Creative problem solving skills with the ability to work effectively in resource-constrained environments.
* Excellent oral and written communication skills in English.

**Preferred Qualifications*** Master’s degree in education, business administration, or international development.
* Experience working with public-private partnerships.
* Knowledge of Kinyarwanda will be considered an asset.
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