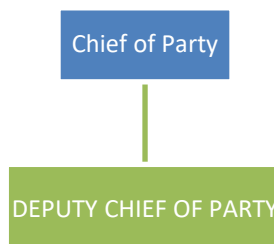


<b>Position Name (Title) :</b>	DEPUTY CHIEF OF PARTY (DCOP)	<b>Reporting to (Title):</b>	Chief of Party (COP)
<b>No. of Direct Reporters:</b>			

### Ending Violence against Women's and Girls in Egypt - USAID

#### Position Reporting Lines



#### Main Job Purpose

- The DCOP will lead all field, operational, and NGO work in different governorates. This position will support the COP in the fulfilment of all donor contractual commitments regarding, targets, procedures, and project goal. In collaboration with the COP, the DCOP will be responsible for the successful performance of the project as defined in the program's statement of work.

#### Accountabilities

- Oversee the coordinated planning of activities and resources, and implementation of the program and program operations in line with state-of-the art strategies, technical standards, and applicable USAID rules and regulations.
- Coordinate technical inputs on project activities. Hire and supervise technical staff, area managers, and their teams to perform according to the project plan with the required quality standards of CARE, and ensure appropriate collaboration with the rest of project teams, partners, NGOs and community-based organizations.
- Oversee fulfilment of all contract deliverables including technical and donor reports.
- Manage and supervise the work of project team members, subcontractors, and expert consultants to achieve relevant project objectives and targets and ensure timely implementation of designated activities.
- Promote a team approach that emphasizes high-level performance, creative approaches, adaptive feedback and achievement of project goals in a cooperative, collegial atmosphere.
- Support the COP in all management aspects of the project and represent the program in the COP's absence to key national, sub-national, and international partners.
- Oversee budget implementation and financial management as needed.
- Ensure project activities comply with donor regulations, project management policies, and CARE Egypt rules and regulations.
- Create management systems in line with CARE's standard operating procedures, ensuring consistency with project needs.

### Position Relationship with Other Parties

Internal Relationship	External Relationship
<ul style="list-style-type: none"> <li>Project Team members</li> <li>Support staff</li> </ul>	<ul style="list-style-type: none"> <li>CARE USA</li> <li>USAID</li> <li>Partner Organizations</li> <li>Project's Stakeholders</li> <li>Governmental Entities</li> </ul>

### Working Environment

The position follows the normal working environment of the organization.

Indoor: 70%

Outdoor: 30 %

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

### Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	Signing Official Contracts
Budget Amount	From 100,000 to 200,000 EGP
Hiring Authority & Promotion	Coach New Employees
	Supervises More Than Three Employees
	Recommend Supervised Employees for Promotion
	Approve Hiring New Employees
Consequence of Error	Impact Own Department

## Job Requirements

<b>Education:</b>	<ul style="list-style-type: none"> <li>Bachelor's degree and master's degree will be a plus in a relevant discipline (law, gender studies, development studies, international relations, business administration, or related field).</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Previous work experience in USAID or EVAWG projects is required.</li> <li>Minimum 8 years of progressively responsible senior managerial experience in international development as Deputy Chief of Party, Project Director or senior management experience on large development or humanitarian relief projects.</li> <li>Demonstrated experience in institutional capacity building of, and coordination among, a variety of government ministries with experience in Egypt .</li> <li>Experience managing USAID cooperative agreements and/or contracts as well as the implementation of donor priorities including localization preferred.</li> <li>Experience managing complex activities involving coordination with multiple program partner institutions.</li> <li>Experience managing required programmatic and financial reporting requirements.</li> <li>Demonstrated ability to build and maintain relationships with host governments, donors, other donor-funded projects and stakeholders, local organizations, and partners.</li> <li>Demonstrated commitment to principles of Gender Equity, Diversity, Belonging and Inclusion.</li> <li>Demonstrated commitment to Prevention of Sexual Exploitation and Harassment (PSEAH).</li> <li>Strong oral and written communication skills; excellent demonstrated interpersonal and negotiation skills.</li> <li>Experience recruiting, developing, and managing staff and teams.</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>Advanced Computing and Applications</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>Written and oral fluency in English and Arabic (Egyptian dialect preferable) is required.</li> </ul>

## Signatures

<b>Employee</b>		
<b>Manager</b>		
<b>Human Resources</b>		