

The Ghana Sustainable Fisheries Management Project (SFMP) Chief of Party

The University of Rhode Island seeks a Chief of Party (CoP) to lead the ongoing USAID funded Sustainable Fisheries Management Project in Ghana. Working closely with the Fisheries Commission and Ministry of Fisheries and Aquaculture Development, this project focuses on rebuilding targeted marine fish stocks through adoption of sustainable practices and exploitation levels in Ghana. The Chief of Party, based in Accra, will provide overall program leadership, management, and technical direction for the SFMP Project for its remaining 2.5 years, through October, 2019.

Responsibilities:

- Provide technical supervision and administrative oversight for the SFMP on all activities and at all levels (both in Accra and the target areas for post-harvest value chain improvements and fisheries resources management).
- Lead the fisheries policy reform agenda and related activities undertaken by the project in conjunction with the Ministry of Fisheries and the Fisheries Commission.
- Be responsible for all aspects of coordination and communication, including with USAID, the Government of Ghana, other donors, the private sector, universities, and other potential implementing partners.
- Serve as key liaison with USAID, the Government of Ghana, University of Cape Coast, program stakeholders, and counterparts in the public and private sectors.
- Manage and supervise the work of program personnel and subcontractors.
- Ensure that all program assistance is technically sound and appropriate.
- Oversee program work planning, performance management, and strategic communications.
- Responsible for meeting performance targets as set out in the program agreement.
- Ensure compliance with financial and administrative policies and procedures of USAID and URI within the Accra office and among partners, in close coordination with the Project Financial Manager.
- Represent URI-CRC and its international team in Ghana.

Qualifications:

- A high degree of technical credibility together with strong leadership skills.
- A record of exemplary professional experience in fields related to marine resources management including several among the following: coastal resources management, MPA management, sustainable fisheries management, local community development, local governance capacity building, and behavior change promotion.
- Direct experience or knowledge of sub-Saharan fisheries, coastal and marine resource management issues preferred.
- An advanced graduate degree (Ph.D. preferred) in a related technical or management field (e.g. fisheries, coastal, or environmental management, public administration, business administration, governance, etc.)
- Ability to work collaboratively with government stakeholders, international donors, and local partners at the national and sub-national levels; record of building capacity of local partners.

- Demonstrated competence in coordinating critical, high-level partnerships, establishing and maintaining synergies among programs, and ‘achieving success through others’.
- Proven leadership in the administration of similar sized international donor programs with annual budgets of 3-5 million USD per year.
- Skills in strategic planning, management, supervision and budgeting.
- Proven ability to lead multi-disciplinary teams, and the ability to promote a collaborative and adaptive management approach.
- Evidence of strong communication skills, both interpersonal and written, to fulfill the diverse technical and managerial requirements of the contract.
- Excellent fluency in English (both spoken and written).
- Experience working closely with multidisciplinary teams in developing countries.
- Experience in monitoring and evaluation, data management, and knowledge sharing.

Required Travel:

Travel limited to 25-50% of time and will consist primarily of in-country project destinations

Application Instructions:

To apply, submit a cover letter, CV, and three references to the following email:

applications@crc.uri.edu

Candidates will be reviewed on a rolling basis until the position is filled.

CoP: Job Description

ADMINISTRATION (GENERAL)

- Oversee financial and administrative functioning and staff of CRC Accra office
- Authorize and sign local subcontracts
- Authorize and approve local expenditures
- Responsible for overseeing the implementation of Standard Operating Procedures in the in-country office
- Conduct weekly project staff meetings, organize and facilitate semi-annual program review and partner meetings
- Conduct bi-weekly conference calls (alternating between administrative and technical) with and URI-based project manager and relevant staff
- Provide overall program leadership, management, and technical direction

TECHNICAL PROJECT IMPLEMENTATION

- Provide technical supervision and administrative oversight for the SFMP on all activities and at all levels (both in Accra and the target area)
- Drive the fisheries policy reform agenda by playing a leading role in national policy development and management actions for restoring fish stocks
- Ensure that all program assistance is technically sound and appropriate

WORK PLANNING AND REPORTING

- Oversee project work planning, performance management, and strategic communications
- Compile and prepare draft annual work plan; submit to USAID
- Oversee the preparation of annual budgets and work plans for sub-contractors
- Provide signed quarterly financial reports of in-country expenditures and accruals
- Provide quarterly programmatic reports to CRC

COMMUNICATION

- Review/approve selected technical products produced in IR1-4
- Review/approve selected communications products produced in IR1-4
- Document experience and author/co-author publications, articles

SUB-CONTRACT MANAGEMENT

- Organize quarterly directors' meeting
- Oversee the implementation of subcontracts in collaboration with the fisheries policy and post-harvest specialists

- Oversee the development of private-public partnerships, information technology, and capacity development

FISCAL

- Approve clearing submissions
- Approve invoices
- Close the project bank accounts upon completion of project activities
- Approve and sign pipeline requests
- Identify leveraged funding opportunities and cost share that would further contribute to the SFMP Project goals and objectives
- Secure match funding from in-country partners and organizations
- Ensure that program and financial reports to USAID are reviewed by CRC prior to submission to USAID

HUMAN RESOURCES

- Manage and supervise the work of SFMP staff personnel and subcontractors in Ghana
- Oversee the hiring of local staff*
- Conduct annual staff performance reviews

* Note: reassignments, termination and hiring of local senior management staff (key positions) must be discussed with the URI Project Manager prior to formal actions being taken.

LIAISON WITH PARTNERS, FUNDERS, COUNTERPARTS

- Oversee partnerships and capacity building
- Be the primary liaison with USAID/Ghana and main point of contact for the USAID/Ghana AOR, with the URI Program Manager acting in his absence on programmatic matters*
- Serves as main liaison with the Government of Ghana including Fisheries Commission, Ministry of Fisheries
- Be the main liaison with the URI home office

*Note: URI based manager should be copied on any correspondence and he should be kept apprised of any significant verbal communications.

LOGISTICS

- Approval of staff travel and related terms of reference
- Approval of advances
- Concur with the timing and trip plans for all international technical assistance and sub-contractor arrivals in country on SFMP related work and coordinates their in-country activities

MONITORING AND EVALUATION

- Review and approve M&E plan and its revisions
- Participate in learning sessions in partner meetings, and approve adjustments to performance targets
- Oversee documentation of project experience

PROCUREMENT

- Approval of spending requests
- Ensure that project follows SOP requirements on procurements (e.g. obtaining a minimum of three quotes)