**TO APPLY, VISIT:** [**https://fs23.formsite.com/OLJTgx/YRCVC/index.html**](https://fs23.formsite.com/OLJTgx/YRCVC/index.html)

**SCOPE OF WORK**

**Youth Resilience to Crime and Violence in the caribbean**

Deputy Chief of Party

|  |  |
| --- | --- |
| **Proposed Personnel** |  |
| **Position** | Deputy Chief of Party  |
| **Period of Performance *On/About (From – To)*** | October 1, 2022 | Long-term (LTTA) |
| **Maximum Level of Effort** | LTTA  |
| **Reports to:** | Chief of Party |
| **Location** | Georgetown, Guyana |

**Project Background**

The Eastern & Southern Caribbean Youth Resilience to Crime and Violence in the Caribbean (YRCVC) Activity will engage and empower youth and other key populations as partners and integrate interventions at the national and sub-national levels to improve youth, family, and community resilience to crime and violence. Based in Saint Lucia, YRCVC also works in Guyana, St. Vincent and the Grenadines, and Grenada. Using a youth-centered systems-strengthening approach, the activity will address rising unemployment, high poverty rates, and waves of crime and violence. YRCVC activities support the following objectives:

1) Improve social service provision to vulnerable populations;

2) Provide youth with targeted education, psychosocial support, and market-relevant skills;

3) Improve access to productive and inclusive development opportunities;

4) Strengthen community and family systems.

**Objective**

The Deputy Chief of Party (DCOP) is a Key Personnel position and is essential for the overall management and success of the program. The DCOP assists the COP in the management of the various technical components of the activity. He/she will supervise the Technical Leads and Country Directors to ensure that activity components are results-oriented, that deliverables are high quality, and that reporting is relevant and timely. This person should manage and ensure quality relationships with clients (firms, business associations, government, other) and guide the technical staff towards achieving the project’s results while maintaining the day-to-day operational oversight and administration of the project.

**Tasks**

* Ensure coherent and unified technical design, overseeing workplan development.
* Ensure technical excellence and facilitates coordination across objectives for effective collaboration, efficiency, and learning capture for cross fertilization.
* Supervise the Technical Advisors, Programs Specialist, and Country Directors
* Oversee and manage the strategy, technical implementation, and daily operations of YRCVC ’s activities and technical team.
* Ensure targets are met for pertinent activities included in annual workplans.
* Provide oversight of activity design and implementation activities – ensuring appropriate design, procedurally correct development, sound implementation, active monitoring and evaluation, and timely activity completion.
* Ensure inputs for project deliverables are developed and provided in a timely and quality manner. Assist the Chief of Party in addressing USAID feedback.
* Conduct field site and stakeholder office visits to ensure that project activities are being completed properly.
* Lead outreach and positive relationship building with key stakeholders. Communicate effectively about the project and its activities, goals, and achievements.
* Work closely with the MEL Director to ensure timely and accurate collection and reporting of MEL data.
* Work closely with the Senior Operations Manager and operations staff to oversee and support project operations, including procurement, financial management, IT, transportation support, office management, human resources, and other general support functions.
* Regularly communicate with the COP, regarding project planning and implementation, problem identification and rectification.
* Participate in regular meetings with the project COR to discuss and adjust project design and planning, progress updates, and problem resolution.
* Assist the Chief of Party on other time sensitive and priority tasks not listed above.
* Assists the Chief of Party on other time sensitive and priority tasks and
* Serve as acting COP as needed.

**Desired Qualifications**

* At least 7 years of experience in CVP, citizen security, youth development, and/or community development
* Experience managing teams to implement donor-funded projects in similar fields
* Ability to communicate effectively with internal and external stakeholders
* Prior experience in a senior management position such as DCOP, team lead or equivalent for international donor-supported programs preferred
* Relevant experience in the Eastern and Southern Caribbean region preferred
* Bachelor’s degree in a relevant field; graduate degree preferred
* Excellent English writing and communication skills

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