Catholic Relief Services – Program DR Congo
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JOB OFFER # 014/KIN/2024

DEPUTY CHIEF OF PARTY I

Job Title: Deputy Chief of Party I-USAID Métiers Inclusifs
Departement: Programming (CARO – Democratic Republic of the Congo)
Reports to: Chief of Party, USAID Métiers Inclusifs
Salary Grade: 10
Country/Place: RD-Congo/Kinshasa

About CRS
Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:
As Deputy Chief of Party, I, you will work as part of a team on a large project and provide oversight of a key function of the objectives of USAID Métiers Inclusifs project implemented in the provinces of Kinshasa, Tanganyika (Kalemie) et Kongo Central (Matadi) to serve the poor and vulnerable. Your management and technical knowledge will ensure the delivery of high-quality programming. As a senior leader you will proactively manage security and mitigate security risks.

Roles and Key Responsibilities:
- Manage a key aspect of the development, implementation, and consolidation of the USAID Métiers Inclusifs project. Serve as a point of contact on area of responsibility to USAID as well as public, private and non-government stakeholders, when needed.
- Manager key function of the project to meet donor expectations in terms of timely and quality results and budget. Contribute to ensuring coordination between program and operations leads. Contribute to ensuring the CRS program quality standards are adhered to per MEAL policy and procedures.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching. Strategically tailor individual development plans and complete performance assessments for direct reports. Contribute to the development of staffing plans and the recruitment process of senior staff.
- Manage and mitigate risk through monitoring national and regional issues that may impact staff and programming. Ensure all staff understand and adhere to CRS staff safety and security policies and plans.
- Promote, uphold and model a commitment to the efficient use of agency and donor resources. Help ensure compliance with USAID grants, including financial tracking and oversight of partner budgets, finance, administration and reporting to USAID.

- Maintain relationships with key staff of consortium partner organizations in regard to area of responsibility. Contribute to coordination of the roles and activities of staff from other consortium member organizations in implementation in line with CRS partnership principles.
- Create and maintain proper conditions for learning. Establish a safe environment for sharing of ideas, solutions, and difficulties and the capacity to detect, analyze and respond quickly to deficiencies. Identify performance gaps and training opportunities for CRS and partner staff and recommend trainings and technical assistance.
- Take on role of activity lead during any absence of the Chief of Party.

Basic Qualifications

- Master's degree in international development, International Relations, or a relevant technical area.
- 5 years' relevant management and technical experience.
- 3 years' experience managing donor funds. Knowledge and experience in budget management.

Required Languages - Fluency in French and proficiency in English is required. Knowledge of a local language, such as Lingala, Swahili, or Kikongo.

Travel - include percentage of required travel, if applicable. Could be stated as Must be willing and able to travel up to 25 to 40 %.

Knowledge, Skills, and Abilities

- Very good strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture and ability to make sound judgment and decisions.
- Very good relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Team leadership abilities with diverse/multi-disciplinary teams.
- Proactive, resourceful, solutions-oriented, and results-oriented.

Preferred Qualifications

- Recognized technical experience and qualifications in sector.
- Demonstrated experience of successful management, including management of functions of complex, multi-activity projects.
- Staff management experience and abilities that are conducive to a learning environment.
- Experience engaging partners and strengthening partnerships. Knowledge of CRS partnership strategy a plus.
- Experience in MS Office package (Excel, Word, PowerPoint, Visio), Web Conferencing Applications, and information and budget management systems.

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one's own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.

- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Supervisory Responsibilities (if none, state none): Yes, 3 direct reports

Key Working Relationships:
Internal: Chief of Party, Head of Programming, Individualized Plan Approach Program Manager, Sexual Violence Advisor, and Strategic Learning Advisor, Finance Manager, Deputy Finance Manager for Grants and Compliance, Operations Managers
External: Consortium partners, donor representatives, relevant Cluster and Government actors

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

- ***CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.***
- ***CRS is an Equal Opportunity Employer®***
- ***« Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. »***

- Application files must include the offer number and must include a curriculum vitae with at least three (03) professional references, a copy of the ONEM job seeker card, a copy of the job seeker card voter, a copy of each diploma and professional certificate as well as a cover letter addressed to the Resident Representative of CRS in Kinshasa. Applications can be sent by email to cd_jobs@crs.org or recruitmentcrs@gmail.com no later than **May 1st , 2024, at 5:00 p.m**.

- Only pre-selected candidates will be contacted by telephone or individual mail.

Done in Kinshasa, March 17, 2024
The direction