

Helen Keller JOB ANNOUNCEMENT

Chief of Party, Community Nutrition Activity (CNA) (Dhaka, Bangladesh)

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Co-founded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health and food security solutions to build resilience of vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

Background

The purpose of the planned U.S. Agency for International Development (USAID) Community Nutrition Activity (CNA) in Bangladesh is to improve the nutrition outcomes of pregnant and lactating women, and children less than five years old in Bangladesh. The Community Nutrition Activity will address the inequitable nutrition outcomes of the most vulnerable segments of the population through a targeted community-health system strengthening approach.

Scope of the Position

The Chief of Party (COP) will provide strategic, managerial and technical oversight to the Community Nutrition Activity (CNA) in Bangladesh. S/he will oversee all aspects of the project implementation cycle, including planning and evaluation, ensure program quality and personnel and financial management. The COP will liaise with USAID contract officers, technical support staff, partner organizations, outside contractors, and implementers of other USAID-funded initiatives as required. The COP will represent the project to all key stakeholders, government officials, and donors at coordination fora and other related seminars and meetings. The position will work under the direct line management of Helen Keller’s Bangladesh Country Director and is expected to work closely and coordinate with Helen Keller Bangladesh colleagues, the Vice President for Nutrition, and any other staff assigned to support the project. Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

This position is expected to be based in Dhaka, with regular travel within Bangladesh. This five-year position is contingent on Helen Keller being awarded funding.

Specific Responsibilities

1. Lead the Activity in Bangladesh

- Establish relationships with relevant government authorities, USAID and other partner agencies for project planning and implementation.

2. Programmatic

- Develop, guide and oversee all technical, managerial and operational aspects of the CNA in Bangladesh.
- Lead and oversee the overall planning, coordination and implementation of project activities, including strategic planning, technical direction, work plan and budget development.

- Lead and oversee the results reporting to monitor the project's performance, including preparing quarterly, annual and other requested reporting as well as other materials to USAID.
- Ensure that activities are implemented in compliance with USAID requirements.
- Develop and maintain a detailed understanding of the health and nutrition issues in Bangladesh including national policy development and key players in government, private sector, INGOs, UN and national/regional and local civil society organizations.

3. Management

- Establish and maintain strong relationships with USAID and consortium partners in-country, government officials, private sector, other donor agencies and key stakeholders.
- Coordinate and liaise regularly with USAID, including participation in regular coordination meetings to achieve the project objectives.
- Guide implementation teams to achieve timely, high-quality project deliverables and ensure they meet project objectives and donor requirements.
- Oversee and manage staff and technical consultants hired for the Activity. Build a high-performance team and create a supportive working environment to deliver expected results. Delegate authority, consult with, and guide staff to achieve goals and contribute to an atmosphere conducive to professional growth and development.
- Ensure accountability to beneficiaries, partners, colleagues and donors by providing ongoing feedback in a context of mutual respect.
- Model collaboration for your matrixed team: effectively consult and inform colleagues to maximize efficiency and knowledge sharing and integrate guidance and direction from subject matter experts in your office and elsewhere in the global organization to maximize performance.
- Oversee management of subcontracts/agreements with local partners, including ensuring quality and timeliness of deliverables.
- Communicate program results, through reports, policy briefs, national workshops, etc.
- Travel domestically and internationally as needed.
- Ensure proper budget management and spending per USAID guidelines and USG cost principles.
- Establish and maintain project communication protocols and ensure proper project file documentation and management protocols in compliance with organizational and donor requirements.

4. Representation and coordination within the organization and other stakeholders

- Represent Helen Keller in national and international forums, as needed.
- Report to USAID through both formal and informal debriefings, annual and semi-annual reports;
- Maintain active and cooperative relationships with all key stakeholders, including USAID, government officials, consortium partners, other implementing agencies, and related institutions;
- Represent the project and the organization in public and ensure the distribution of information about project achievements and lessons learned, including the sharing of successes via social media and other channels.

Required Qualifications/Competencies

- **Education:** A post-graduate degree (master's or doctoral level) in public health, nutrition, health sciences, or a related field; plus
- **Experience:** Over 10 years of professional experience leading USAID-funded community nutrition or primary health care programs of similar size and complexity, preferably with direct experience in Bangladesh or South Asia and demonstrated knowledge and background in community mobilization strategies, or equivalent combination of education and experience.

- Superior leadership, management and communication skills to lead a multi-faceted USAID-funded nutrition project. This includes professional experience interacting with US Government agencies, host country governments, NGO and private sector stakeholders and fostering new and effective partnerships.
- Demonstrated success across the whole range of project management: strategic program planning; work planning and budgeting; financial, administrative, contractual management and oversight; knowledge of and experience with USAID requirements, policies and regulations; relationship management with multiple clients; oversight of program monitoring and evaluation; and documentation of results for USAID-funded programs.
- Strong interpersonal skills and experience working effectively in teams and cross-cultural settings.
- Excellent capacity building, team building/management, and coordination skills. An ability to ability to delegate responsibilities effectively and coach and mentor staff.
- Excellent time management and personal organization skills.
- Ability to respond rapidly to shifting implementation scenarios.
- An ability to work in challenging and changing environments, and to see through challenges to find solutions; an ability to maintain balance when under stress.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Excellent English language skills, both written and spoken with strong presentation skills.
- Experience working in Bangladesh is highly desirable.
- Fluency in Bengali is advantageous.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller
is dedicated to building an inclusive workforce where diversity is fully valued.**

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.