

Job title	Chief of Party – USAID Better Health
Department	Programmes
Location	Kathmandu, Nepal
Reporting to	Options Director of Global Health
Responsible for	Delivery of USAID Better Health Activity and Project Delivery Team
Liaison with	Options Global Health department, all member of the Options team, Long and Short-term Consultants
Hours	Full-time
Type of contract	Fixed Term, 5 years with possibility of extension
About Options	
<p>Options is a global team of experts and innovators tackling some of the world’s most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years’ experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>Gender equality and social change are at the forefront of our work. We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p> <p>We have corporate offices in the United Kingdom, Nepal, Nigeria and Kenya and have delivered client-funded projects in over 50 countries worldwide.</p> <p>Options has worked alongside the health system in Nepal for over 25 years, with longstanding relationships with government and a deep and nuanced understanding of health sector structures and the current challenges and opportunities of transition to a devolved system. Our work has focused on strengthening the health system and enabling women and children to access the healthcare they need by overcoming financial, geographic, and social barriers and facilitating long term systems change. We have worked in partnership with government at all levels from national to district and palika, and through local communities, supporting the delivery of successive Nepal Health Sector Programs.</p>	

Our values

In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:

- Our expertise delivers sustainable impact.
- Our work generates profit with a purpose.
- Through growth and learning, we find new ways to solve complex problems.
- We act with integrity, always.
- We are building a truly equitable workplace.

About the USAID Better Health Activity

Options is seeking a **Chief of Party** for an anticipated USAID-funded health project in Nepal. The 5-year, Better Health Activity will support the three tiers of governments to improve the health system, especially around improved governance, improved demand-side barriers, and accountability of communities in the health system, and improved quality of health care services at the facility and community level.

Main purpose of job

The Chief of Party (COP) will be responsible for the overall strategic leadership, stakeholder relationships, managerial oversight, and technical direction of the project.

The COP will lead the implementation team and serve as the key point of contact for USAID, government, program partners, and other stakeholders. They will also coordinate closely with other USG projects and development partners to ensure joined up approaches and complementarity with other health and governance programs. The COP is accountable for high quality delivery of the program within the budget parameters. The post holder draws support from Options' global management services. The role reports to Options' Director of Global Health based in Options' London office. Coordinating the inputs of the team from Options and partners, they will ensure that program objectives, outcomes, and deliverables are met and that financial, operational, and reporting requirements are in compliance with USAID regulations and Options' policies and processes.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Strategic leadership and people management

- Provide overall leadership, technical direction, and management oversight of project team.
- Ensure the program is nimble and forward looking to enable proactive and adaptive responses to changing external contexts, notably Nepal's federalism.

- Lead the development of strategic plans, annual and quarterly work plans, and direct and coordinate implementation of the program to achieve project objectives in line with USAID regulations and Options' policies.
- Manage an effective and robust quality assurance process to ensure all outputs and deliverables are produced to a high standard, on time and in accordance with the program's objectives and scope of work.
- Oversee implementation of robust financial management procedures, due diligence and compliance on the program in line with USAID regulations and Options policies.
- Support the implementation of robust, cost-effective systems for contracting, program management and quality assurance.
- Lead and manage staff appraisals and professional development to build team capacity and competency.
- Identify, monitor and manage any risks to the program achieving its desired results in collaboration with USAID.
- Oversee safeguarding policy and implementation for the program.

Technical and operational oversight

- Provide overall technical and administrative leadership to the project implementation team, including development of strategies, budgets, work plans, MEL plans and reporting.
- Responsible for meeting contractual obligations, producing deliverables and targets, and achieving project results as specified by USAID.
- Lead planning, monitoring and evaluation of the program, including reviewing the Theory of Change, log frame and other programmatic documents.
- Ensure that program design and implementation are grounded in existing and emerging evidence and that program lessons feed into the wider learning agenda.
- Oversee the implementation of systems for monitoring the implementation of plans to budget, lead corrective action where necessary
- Work closely with the finance and operations team to ensure that the project is implemented in accordance with USAID policies and ensure the project's preparedness for USAID audit.

Relationship management

- Primary point of contact with USAID, consortium implementing partners, Government of Nepal at federal, provincial and local government levels, and other stakeholders. Maintain strong relationships with external stakeholders, effectively representing the program at external meetings.
- Manage proactive and responsive relationship with USAID in close collaboration with Options staff in Nepal and the UK.
- Establish and maintain strong relationships with consortium partners, ensuring regular communications and performance management.
- Coordinate and ensure alignment with other health sector projects.
- Drive external engagement for the project, bringing learning and knowledge to a broader external audience.
- Ensure visibility of project results, achievements, and lessons learned through presentations at conferences and workshops and/or by publishing articles through professional journals.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Key skills

- Leadership and influencing skills.
- Strategic thinking, problem solving and decision-making skills.
- Strong financial and risk management skills.
- Strong stakeholder engagement and relationship management skills.
- Strong administration and organizational skills, good time management.
- Excellent verbal and written communication skills, including report writing.

Key experience

- Extensive experience providing technical, strategic and program management oversight to major multi-year and multi-partner complex programs in Nepal and/or South Asia as a Chief of Party or Team Leader.
- Demonstrated experience working to strengthen governance and accountability mechanisms in devolved or federated government structures as well as enhancing national local cooperation.
- Strong understanding of Nepal's health sector including key context and trends relevant to health systems strengthening. Relevant networks at the municipality, provincial and federal levels.
- Strong external liaison and negotiation experience fostering partnerships between Government and other stakeholders, including at provincial and municipality level, and building national and sub-national capacity. Familiarity with government practice and protocol.
- Significant experience and a track record of successful leadership and management of teams based in multiple locations. Previous experience leading a team of highly skilled, multidisciplinary staff to leverage joint management support, and empowering team members to deliver high quality work. Experience managing teams in high-risk environments.
- Demonstrable experience of working with USAID and familiarity with USAID practice and protocol with a proven ability to represent organizations and program with USAID. Significant experience with USAID planning and reporting systems, operations, programming, and structure.
- Experience in managing budgets effectively with oversight on spending while providing regular oversight on issues related to risk and audit.
- Experience of risk management and mitigation in a program context.

Formal education/qualifications

- University degree in a relevant subject.

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

For this role, we're looking for an individual who is:

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates Options' team member behaviours and professional self-development.

Other essential requirements:

- Commitment to equal opportunities.
- Commitment to the project's and Options' principles of Safeguarding, Do No Harm, and to creating an enabling policy environment for voluntary family planning
- Awareness and commitment to diversity, equity and inclusion.
- Fluency in written and spoken English.
- Fluency in written and spoken Nepali is preferred.

Please note: this position is contingent upon funding being awarded to Options.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date: