

# WORLD VISION INTERNATIONAL

## JOB DESCRIPTION & POSITION DESCRIPTION QUESTIONNAIRE

*\*All sections in red must be completed thoroughly.*

Is this for a new recruitment or revised JD for incumbent? If there are no changes in the Requisition Information section, you do not need to complete the section.  
Revision

☒ New Job ☐

## REQUISITION INFORMATION

Today's Date	27 Aug 2021		Position Type <input type="checkbox"/> Relief <input checked="" type="checkbox"/> Development	
Job Title	Chief of Party - USAID Equity and Inclusive Education Grant			
Hiring Manager (HM) Name	Janes Imanuel Ginting		Hiring Manager Title	National Director
Projected Position Start Date	1 <sup>st</sup> March 2022		Position End Date (if applicable)	30 <sup>th</sup> March 2027
Country Location of Position	Nepal		Province/City/State	Bagmati Province, Kathmandu
Requisition Category	<input checked="" type="checkbox"/> Local <input checked="" type="checkbox"/> International		Department	Program Operations
Position Budgeted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Work Hours Required Per Week	40	Budget Cost Centre	Location Code
Grant Funding Sources (USAID, DFID, etc.)	USAID		Relocation Costs Budgeted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Posting	<input type="checkbox"/> Family - Spouse with Children <input type="checkbox"/> Family - Only Spouse <input checked="" type="checkbox"/> Non-Family – Staff Only		Employee Type	<input type="checkbox"/> GC <input type="checkbox"/> International <input checked="" type="checkbox"/> Local
Application Deadline Date	30 September, 2021		Position to be Filled by Date	15 Nov 2021
Contract Type	<input checked="" type="checkbox"/> Fixed Term, Full-Time <input type="checkbox"/> Open-Ended, Full-Time <input type="checkbox"/> Fixed Term, Part-Time <input type="checkbox"/> Open-Ended, Part-Time <input type="checkbox"/> On Call			
Designated ISS				
HM Point of Contact				
History of Position	<input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement - Last Incumbent Name: <input type="checkbox"/> Temporary			
Names of Required Approvers:				

Hiring Manager	Janes Imanuel Ginting	Position	National Director
Regional Leader		Regional HR Director	
<b>For P&amp;C Use Only:</b>			
Hay Job ID	Hay Grade I7	Date Job Evaluated 27 Aug 2021	
FLSA Classification (USA Only) <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		Job Code	
OP Job Title		OP Job Code	

## Section I – JOB DESCRIPTION

### **PURPOSE OF POSITION**

This *Purpose of Position* will be used in the WVI Careers site, and if applicable, advertisements. Please describe the role in 2-3 concise sentences. Focus on the core of what this role is supposed to achieve. Describe the purpose of this position and how this position contributes to achieving department objectives and the management and performance of others.

The Chief of Party (CoP) has overall responsibility for coordination and leadership of all the activities and staffs for the anticipated five-years USAID Equity and Inclusive Education Project ensuring quality, timeliness, and efficiency of all activities. The project will support Government of Nepal to improve equitable access to quality and inclusive basic education services for marginalized communities reducing the number of children who are out of school and improving learning outcomes for marginalized students. The project shall provide support to targeted municipalities to implement evidence-based interventions that are driven by the local context in agreed-upon provinces (Province 2, Sudurpaschim, and/or Karnali). The project shall focus on decreasing financial barriers to education, increasing use of targeted non-formal education, increasing enrollment in early childhood education, increasing relevance of education; improving equitable and inclusive teaching practices, and supporting schools to implement minimum enabling conditions to improve home and community support for literacy learning. The CoP will be responsible for technical and administrative leadership and overall oversight of the project management and execution in line with donor compliance contributing to World Vision's overall Education program. The CoP provides the strategic leadership and supervision of sub-grantees and sub-contractors while ensuring the security, feasibility, and sustainability of the program and contribute to children's educational learning outcomes. The CoP will also serve as the principal institutional liaison to the donor, World Vision and to the concerned governmental and non-governmental stakeholders in Nepal. The CoP is expected to have a depth of technical and management expertise.

**Please note that this position is contingent upon funding and donor approval.**

### **MAJOR RESPONSIBILITIES**

List statements describing the final results of this position and method of accomplishments, and how results/performance are reviewed and measured. Begin with the most important accountabilities.

% Time	Major Activities	End Results Expected
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40%	<ul style="list-style-type: none"> <li>▪ Provide leadership and direction on grant implementation, ensuring that all strategic objectives are met through proper project design, implementation, program &amp; finance quality assurance.</li> <li>▪ Establish and maintain effective M&amp;E, project reporting, and communication systems.</li> <li>▪ Submit timely, accurate and professional reports that meet donor requirements.</li> <li>▪ Manage grant/project budget expenses are within approved spending levels and ensure project staff submit accurate and timely financial reports, forecasts, and burn rate analyses to donors and World Vision's Support Office.</li> <li>▪ Consistently ensure for more effective and efficient implementation methods and opportunities to increase impact in community/home-based early learning, early grade literacy, and inclusion of children with disabilities.</li> <li>▪ Provide technical and operations guidance to subcontractors and grantees in implementation of the project</li> <li>▪ Lead to foster and disseminate learning and innovation within and outside World Vision communities</li> </ul>	<ul style="list-style-type: none"> <li>● The project is implemented successfully within the specified time and assuring project quality</li> <li>● The project reports, learning briefs, success stories are produced and disseminated across World Vision, stakeholders at national and international and donor.</li> <li>● Strong M&amp;E system are established</li> <li>● The sub grantees and local partners are received timely technical guidance and support for effective project implementation</li> </ul>
30%	<p><b>Networking, Coordination and build relationship</b></p> <ul style="list-style-type: none"> <li>▪ Lead the coordination of program activities among concerned stakeholders and beneficiaries including the Ministry of Education at national-provincial-local level, civil societies, Education networks &amp; alliances and other partners.</li> <li>▪ Establish clear and frequent communication process regarding program progress and oversight management with the donor and World Vision in Nepal and US in coordination with Policy &amp; Communication Department.</li> <li>▪ Manage proactive and responsive relationship with grant donor in close collaboration with World Vision staff both in Nepal and in the U.S. Liaise with local government officials, local communities and other stakeholders as appropriate</li> <li>▪ Project Learning, donor communication materials, project reports are timely prepared and shared widely among the stakeholders, government and donor.</li> </ul>	<ul style="list-style-type: none"> <li>● Good coordination and relationship are built with Ministry of Education from national-provincial-local level.</li> <li>● Lessons learnt and best practices are documented and disseminated for the project learning and decision making with WV and among the consortium and implementing partners</li> <li>● Good relationship with USAID is maintained and World Vision's program are well known by donor.</li> <li>● Strong working relationships with NO Grants Acquisition Manager</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Close cooperation with National Office (NO) Grants Acquisition Manager for implementation of the GAM objectives as well as close collaboration within the GAM Unit on donor positioning, lessons learned, grant health and quality improvements</li> </ul>	
30%	<p><b>People management, capacity building and risk mitigation</b></p> <ul style="list-style-type: none"> <li>▪ Lead grant operations staffs including finance, M&amp;E, and communications</li> <li>▪ Ensure WV's and consortium partners' MEAL team are coordinated to deliver high quality products</li> <li>▪ Ensure sub grantees and local partners' capacity are built to manage and deliver high quality project outcomes in-line with WV and donor standards &amp; requirements.</li> <li>▪ Support and guide as required within the grant team, sub grantees and local partners.</li> <li>▪ Escalate grant management issues early and openly in accordance with WV's communication/escalation policy; resolve grant management issues quickly and fully.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>• The project staffs in World Vision, sub grantees and local partners are received frequent guidance and inputs to deliver the project effectively</li> <li>• Capacity building initiatives for the project staffs are planned and provided in coordination with World Vision's P&amp;C department.</li> <li>• Any foreseen risks are identified and mitigated beforehand so that project are run smoothly.</li> </ul>

### **KNOWLEDGE, SKILLS AND ABILITIES**

List education, knowledge & skills, licenses preferred, and all experiences required to perform this position in a fully competent manner.

### **Minimum education, training and experience requirements to qualify for the position:**

List *academic requirements (if applicable), technical skills, or other knowledge* required as a minimum qualification for this position.

- Master's degree in education, especially with a focus on early learning/early literacy, inclusive education or equivalent experience in program management.
- Familiarity with USAID programs, their history and their development; mastery of USAID regulations governing such programs.
- Minimum 10 years relevant experience in large education projects, with at least five (5) years USAID grant experience
- Demonstrated outstanding leadership, effective organizational development, partnership-building, managerial, team-building, and communications skills.
- Strong leadership qualities and depth and breadth of the education sector and management expertise.

- Proven keen understanding of the unique political dynamics and ability to coordinate with other key governmental and non-governmental stakeholders in Nepal.
- Ability to manage and develop relationships with a wide range of stakeholders, including proven experience of working closely with Government officials
- Must be able to work with multiple deadlines and high demands
- Ability to handle sensitive and confidential information with absolute discretion
- Demonstrate leadership qualities, management expertise and experience; previous experience supervising and mentoring staff.
- Strong presentation and report writing skills.
- Experience of leading large and diverse teams.
- Experience in leading and managing large grants in a complex environment.
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**License, registration, or certification required to perform this position:**

If applicable, include *language requirement(s)* as a minimum qualification for this position.

1. Fluency in English, both written and spoken
2. Experience as a CoP, “key personnel”, or senior expert advisor required

**Preferred Skills, Knowledge and Experience:**

List *academic, technical skills or other knowledge* preferred for this position.

- Work experience in an international development organization and managing inter-agency consortiums is highly preferred
- Proficient project management skills is preferred
- Strong capacity building skills using different methodologies
- Ability to work in a cross-cultural environment
- Strong communication and analytical abilities.

**Work Environment:**

Include travel & work environment details.

**Complete Travel and/or Work Environment statements if applicable.**

- Travel to the project locations as per project requirement
- Ability to work in diverse work culture

**CORE CAPABILITIES**

While all 13 core capabilities are expected from the role, to help the recruiters conduct more effective screening and interviewing of prospective candidates, please select the level for which they will interview. Then, identify a maximum of 3-4 priority core capabilities that are the most critical for this position.

1. Select one level. For older versions of Microsoft Word, double-click the checkbox, and then click “Checked” in order to select the checkbox.

- ☐ Individual Level  
☒ Leadership Level  
☐ Organisational Level

2. Select 3-4 priority core capabilities that are the most critical for this position.

- ☒ Achieving quality results & service ☐  
☒ Practising accountability & integrity ☐ Learning for growth & development  
☒ Communicating information effectively ☐ Maintaining work/life balance & effectiveness  
☒ Thinking clearly, deeply & broadly ☒ Building collaborative relationships  
☐ Understanding the Humanitarian Industry ☐ Practising gender & cultural diversity  
☒ Practising innovation & change. ☒ Influencing individuals & groups  
☒ Understanding World Vision’s mission & operations

3. From the 3-4 selected core capabilities, list 2-3 indicators for each of them. Refer to the most recent [Core Capabilities Framework](#) for the list of indicators.

<b>Core Capability 1:</b> Achieving quality results & service	<b>Indicators</b> <ul style="list-style-type: none"> <li>• Ensures high level of quality and customer service</li> <li>• Inspires staff to set challenging achievable goals</li> <li>• Implements performance reviews for all staff</li> <li>• Gets projects going and moving when they are stuck</li> </ul>
	<b>Comments:</b>
<b>Core Capability 2:</b> Practising accountability & integrity	<b>Indicators</b> <ul style="list-style-type: none"> <li>• Evaluates performance against agreed standards</li> <li>• Leads with transparency and stays accountable</li> <li>• Handles financial information effectively</li> <li>• Sets high standards and monitors compliance</li> </ul>
	<b>Comments:</b>
<b>Core Capability 3:</b> Communicating information effectively	<b>Indicators</b> <ul style="list-style-type: none"> <li>• Facilitates appropriate information flow amongst staff</li> <li>• Ensures personal verbal communication is clear and convincing</li> <li>• Expresses self clearly in all forms of writing</li> </ul>

	<ul style="list-style-type: none"> <li>Communicates persuasively to all stakeholders</li> </ul>
	<b>Comments:</b>
<b>Core Capability 4:</b> Thinking clearly, deeply & broadly	<b>Indicators</b> <ul style="list-style-type: none"> <li>Identifies critical issues facing the organization</li> <li>Leads effective long and short-term planning</li> <li>Stays alert to trends and responds appropriately</li> <li>Ensures that effort is focused on priority areas</li> </ul>
	<b>Comments:</b>
<b>Core Capability 5:</b> Understanding the Humanitarian Industry	<b>Indicators</b> <ul style="list-style-type: none"> <li>Maintains strong links with major NGO's, donors and government agencies</li> <li>Contextualises technical skills and outputs to industry requirements</li> <li>Reviews departmental performance against industry standards and benchmarks</li> <li>Actively maintains current industry knowledge</li> </ul>
	<b>Comments:</b>
<b>Core Capability 6:</b> Practicing innovation & change	<b>Indicators:</b> <ul style="list-style-type: none"> <li>Invests in continuous improvements to work and quality</li> <li>Builds coalitions to support change initiatives</li> <li>Designs change processes that are resilient</li> <li>Champions the innovations of others</li> </ul>
	<b>Comments:</b>
	<b>Comments:</b>
<b>Core Capability 8:</b> Building collaborative relationships	<b>Indicators</b> <ul style="list-style-type: none"> <li>Selects the right people for the right jobs</li> <li>Inspires high levels of team performance</li> <li>Deals with conflict to bring cooperation</li> <li>Inspires open and trusting networks of relationships</li> <li>Forms long term cooperative relationships</li> </ul>
	<b>Comments:</b>
<b>Core Capability 9:</b> Practicing gender & cultural diversity	<b>Indicators</b> <ul style="list-style-type: none"> <li>Seeks gender balance in all staffing decisions</li> <li>Creates awareness/understanding on cross-cultural issues</li> <li>Ensures education on diversity for all staff</li> <li>Models global thinking and local action</li> </ul>

	<b>Comments:</b>
<b>Core Capability I0:</b> Influencing individuals & groups	<b>Indicators</b> <ul style="list-style-type: none"> <li>• Ensures internal advocacy is clear and effective</li> <li>• Uses different styles to influence individuals and groups</li> <li>• Seeks clarity on other people's points of view</li> <li>• Takes a persuasive stand on difficult issues</li> </ul>
	<b>Comments:</b>
<b>Core Capability I1:</b> Understanding World Vision's mission & operations	<b>Indicators</b> <ul style="list-style-type: none"> <li>• Ensures all staff are oriented to WV core documents (vision, mission, core values, covenant of partnership and ministry policies)</li> <li>• Aligns team goals with vision/mission/strategy</li> <li>• Passionate spokesperson for WV's child-focused work in communities</li> <li>• Describes complex humanitarian issues in relation to WV mission and operations</li> <li>• Keeps the vision alive and others focused on it</li> <li>• Clearly articulates WV history and core business areas</li> </ul>
	<b>Comments:</b>

## Section II - POSITION DESCRIPTION QUESTIONNAIRE

### **ORGANISATIONAL STRUCTURE**

Attach organisation chart(s) of the department/division with this position indicated in the chart. Otherwise, create a chart below using position titles only.

- ☐ Organization chart(s) are attached as separate document(s).
- ☒ Check if this position completes performance evaluation for all subordinates.
- ☒ Check if this position recommends hiring or termination of subordinate.

*Org chart to be added*

### **WORKING RELATIONSHIPS**

List and describe all contacts (do not include your direct supervisor or subordinates) required in order to efficiently accomplish this position. Begin with the most important contacts. Be specific (e.g. UN



leaders, strategic directors or subject matter experts from other NGOs, or other technical specialists from key arenas, etc.)

Contact (within WV or outside WV)	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
National Director	Consultation	Monthly
Program Development and Quality Director	Grant reporting and compliance	Bi-Monthly
Senior MEAL Manager	Discussions on grants management and M&E requirement	Weekly
Support Office (WV US)	Discussions on grants management	Monthly
Field Team/ Local Partners	Discussions on grants management	Monthly
Sub grantee	Discussions on progress on grants management	Monthly
Grants & Finance Coordinator	Discussions on finance management progress on grants	Monthly
World Vision's Sector Portfolio Advisor for Education	Discussions on grants management	Bi-Monthly

## **FREEDOM TO ACT**

Describe decision-making responsibilities this position may have that do not require prior approval. Specify what actions are necessary in order to facilitate the completion of the specific tasks and how it is reviewed.

The CoP is responsible for all grants related decisions within established donor guidelines and WV policies and with the project agreement with donor and WV US

Describe any decisions making referred to higher authority or that are controlled by policy. Indicate how assignment is given, by what method (verbal or written), by whom, how often, how work is evaluated, and type of guidance available.

Decision making is done in a consultative manner with the supervisor and usually in a written form. Work is evaluated based on agreed upon KPIs periodically.

Describe the most common way in which this position assign work and how it is reviewed. Indicate how assignment is given, by what method (verbal or written), by whom, how often, how work is evaluated, and type of guidance available.

Work is done in collaboration with different concerned department and unit team in writing most of the time and follow the RASCI Matrix prepared for clear GAM business process. Work is evaluated based on agreed upon KPIs.

### **Major Challenges**

Identify 2-3 of the most difficult problems this position might encounter. Distinguish between what is “typical” and what is “very challenging” and describe how these constraints/challenges can be resolved.

Challenge	Approach/Solutions
Working with sub-grantees and local partners to implement the project timely following their own organization policies and guideline (very challenging)	<ul style="list-style-type: none"> <li>• Provide frequent orientation and training to partner agencies following the agreements done</li> <li>• Set Action plan together with the partner agencies and agreed upon. Follow up on the progress and monitor target Vs achievement</li> <li>• Must build frequent and good relationship among these stakeholders, guide sub grantees and local partners too. Frequent follow up and monitoring will support to have timely approval, need to have high influencing and convincing skill.</li> </ul>
Seek timely national/local compliance adherence	

### **Interpersonal skills**

Does this position require the ability to motivate, persuade, or convince others in order to achieve a desired outcomes or success? If so, provide 1-2 typical examples.

1. Strong interpersonal skills

2. Excellent coordination and communications skills

3. Committed to work in diverse culture

### **Financial Responsibility**

Please describe any financial measures that may impact this position. For example, the value of purchases made by a purchasing manager, average monthly accounts receivable figures for the credit manager, etc.

**Comments**

Please provide additional comments necessary to better understand this position and how it functions.

**Prepared by**

Name	
Title	
Date	

**ACKNOWLEDGEMENTS:**

I agree with the content of this document and that it is an accurate description of the position performed at a fully competent level.

Typed signature with email sent from manager can serve as proof of approval.

Manager's Signature	
Title	
Date Signed	

**Reviewed by Business Partner or P&C Director**

Typed signature with email sent from BP/P&C Director can serve as proof of approval.

Signature of Business Partner or P&C Director	Anubhaw Adhikaari, P&C Director
Date Signed	