



We are hiring a Chief of Party for the Global Broadband and Innovations Alliance

Do you have experience working on USAID grants and projects? Do you thrive on building strong relationships and have a personal commitment to integrity? Are you a problem solver with excellent project management skills and a passion for leveraging technology for good? Do you have hands-on experience with internet connectivity related programs in the developing world? Do you have significant operational and financial management experience in developing countries? Do you live in the Washington D.C. metro area? If you've answered yes to these questions, please read on to learn about the Chief of Party position we are hiring at NetHope.

NetHope enables humanitarian organizations to better serve the developing world through smarter use of technology. A membership organization currently serving 53 leading international humanitarian, health and conservation organizations, we help our members collaborate, innovate, and leverage the full potential of information and communications technology to support their work in the developing world. A catalyst for collaboration, NetHope facilitates shared problem-solving, fosters strong relationships across sectors, and supports the ongoing growth and development of our member organizations worldwide. Learn more at www.nethope.org.

NetHope is a virtual organization and our team members work across the US and Europe.

Position Description Summary:

NetHope holds a ten-year, \$25M Cooperative Agreement with USAID's Global Development Lab to bring affordable internet access to the developing world. Under the Global Broadband and Innovations Alliance (GBI), NetHope conducts technical assistance to USAID bureaus and missions around the world, focused on internet connectivity, digital services, and technology policy. The Cooperative Agreement is housed in the Global Development Lab, and is a key mechanism to achieving agency-wide digital development objectives.

The Chief of Party has overall responsibility for leading and managing GBI projects to ensure that the projects achieve their intended impact. S/he provides strategic leadership and managerial oversight of the administrative, programmatic, technical, and operational aspects of the projects. S/he is accountable for all aspects of GBI's effective management, including financial and budgetary oversight, timely implementation of activities, and stakeholder relationship management. The Chief of Party provides strategic direction, manages program activities and insures compliance with USAID regulations. The Chief of Party is the primary NetHope point of contact with USAID.

The Chief of Party reports to NetHope's Vice President of Global Programs.

Key responsibilities are weighted as follows: Leadership, Management and Oversight within the USAID Context– 50%, Communications and Partnership Building – 30%, Technical Guidance and Thought Leadership – 20%

- Provide strategic direction to GBI project activities and ensure that project performance objectives and mandated deliverables are carried out in a timely fashion and meet the highest quality standards.
- Supervise and/or coordinate the ongoing administration and financial operations of the Cooperative Agreement in collaboration with the Finance and Operations department of NetHope.
- Serve as the key focal point and communicator with USAID representatives to ensure that USAID and NetHope have a strong relationship.
- Provide leadership and direction to Monitoring and Evaluation strategies, frameworks, plans and indicators to capture project performance and results
- Serve as the key compliance advisor in collaboration with other staff. Seek appropriate advice and answers for complex compliance issues. Build and set the standards for compliance per project demands.
- Select, hire, and supervise staff and subcontractors; assign roles and responsibilities, and manage performance. Oversee and mentor the activities of the Deputy Chief of Party and Broadband Coordinator.
- Develop, monitor and revise budget pipeline and conduct monthly reviews to ensure accountability of all project activities as well as the accurate and timely reporting of finance deliverables.
- Serve as a technical sounding board and thought partner to USAID on proposed activities
- Identify prospective business development opportunities that stimulate funding from the private sector and other donors.
- Plan for and develop proposal submissions for consideration by the Lab, USAID Bureaus and Missions in close collaboration with VP – Global Programs.

Qualifications

Experience

- Deep familiarity with USAID’s organization structures, strategic planning and program design processes, and implementing partner community
- Minimum of five years of experience with internet connectivity related programs in the developing world including field deployments, telecom policy and technical evaluation
- Hands-on experience working in a consultative capacity with senior U.S. Government personnel, international organizations, NGO partners, host country governments, and U.S. Government Agencies (especially USAID Missions and Bureaus).
- Extensive experience and knowledge of working with US Government Regulations, especially USAID in both acquisition and assistance
- Demonstrated experience successfully fulfilling performance objectives, including the timely implementation and reporting of donor-funded program activities.
- Significant operational and financial management experience in developing countries.
- Proven experience in designing, implementing, monitoring, and evaluating development and intervention activities with restricted donors, especially USAID.
- Direct senior staff supervision experience required.
- Demonstrated management skills working with complex programs involving short deadlines, multiple tasks, intense pressure to perform, and coordination with multiple partners.

Knowledge and Skills

- A passion for NetHope’s mission and for working collaboratively, entrepreneurially, and nimbly in a fast-paced dynamic environment.
- Excellent interpersonal and team skills, extremely collegial. Sense of humor a must.
- Demonstrated resourcefulness and good judgment.
- Excellent diplomatic, interpersonal and communication (written and verbal) skills.
- Thorough understanding of and ability to analyze financial documents, projections, expenditures and accruals.
- Demonstrated capabilities in institutional capacity building, and high-level strategic visioning and leadership.
- Demonstrated ability to manage, motivate, mentor and direct all levels of staff while creating a positive team environment.
- The relentless pursuit of excellence – balanced with a pragmatic sense of what is possible and realistic.

- A penchant for creative problem solving, attention to detail, ability to adapt, spirit of teamwork, and exceptional work ethic.
- Excellent data analysis and reporting skills
- Create and manage relationships and/or partnerships to gain support.
- Demonstrated mastery of project management and good record keeping skills.
- Ability to work independently in a virtual organization. Good judgment, time management, organizational skills and resourcefulness required.
- Effectively communicate via presentations, conversations, and documents.
- Proficiency in synthesizing materials from multiple sources into a coherent and accurate summary.

Personal Characteristics

- Values diversity of thought, backgrounds and perspectives.
- Ability to multi-task while maintaining vigilant attention to details.
- Integrity/ethics beyond reproach.
- Constantly looking to apply best practices, enable clarity, innovation, and simplicity.

Education

- Bachelor's degree required.

This is a full-time position and the successful candidate must live in the D.C. metro area. Compensation is commensurate with experience. This position requires some travel to locations in the U.S. and around the world.

Applicants should upload a resume and cover letter by February 28, 2018 at <https://nethope.wufoo.com/forms/z1aemp8m0d5hzsy/>

The cover letter should recap applicant qualifications with special emphasis on (1) prior experience with USAID related projects, (2) understanding of the humanitarian context in which NetHope works, (3) experience with the types of connectivity solutions that are used in the humanitarian space and (4) experience developing proposals to seek funding from USAID and private donors.