

JOB OFFER # 41/KIN/2024

DEPUTY CHIEF OF PARTY -OPERATIONS

Job Title: Deputy Chief of Party – Operations

Departement: Operations

Reports to: Chief of Party

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 is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

The Democratic Republic of the Congo (DRC) is one of the most populous, vast and resource rich countries in sub-Saharan Africa. Decades of conflict and other challenges over the past decades have left the Congo with 73% of its population living under the internationally recognized poverty rate of \$1.90 per day and 43% of children are malnourished due to inadequate social and health services. Given its fragility and weak institutions, the country is susceptible to health crises, including recent outbreaks of Ebola, measles, cholera and potentially COVID-19. CRS has operated in the DRC since 1961, successfully implementing programs in nutrition, agriculture, livelihoods, emergency, water, sanitation and hygiene (WASH), health, microfinance, and peacebuilding throughout the country.

CRS DRC plans to respond to USAID/Democratic Republic of Congo' anticipated Feed the Future Flagship Agriculture Activity which will be for 4 to 6 years with a total budget of \$50-99 million and will focus on two provinces, Kongo Central and Kasai Central. The project will aim to support economic growth from the agriculture sector that is inclusive and sustainable; strengthen resilience at an individual, community, national and systems-level; improve the nutritional condition of women and children. This position may be based in either Kinshasa or Kananga. This position is being posted both internationally and locally with a preference for Congolese nationals.

Job Summary:

The **Deputy Chief of Party - Operations** (DCOP) will manage day-to-day project operations collaborating with CRS centralized staff in human resources, operations, finance, logistics, security, and procurement staff and ensuring these functions are fully aligned with programmatic priorities and objectives. You will ensure the development and effective management of operational systems and resources and the delivery of high-quality programming in coordination with the Head of Operations and other pooled staff.

Roles and Key Responsibilities:

- Collaborate with and assist the COP to manage planning and implementation of all key activities at the project-office level ensuring alignment with Country Program (CP) and agency strategic programming and operations excellence priorities and standards. Approve expenses, monitor

- spending, and make budget adjustments in line with operational and programmatic needs and donor requirements.
- Proactively manage security and mitigate security risks. Ensure a safe work and living environment through leading implementation of safety and security protocols and staff care and well-being best practices.
 - Ensure project compliance with USAID rules and regulations.
 - Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance management for direct reports. Monitor and assess performance to ensure adequate capacity. Contribute to staffing plans and recruitment process of senior staff.
 - In support of the COP, strengthen existing and develop new relationships with local partners, government and community organizations.
 - Proactively and effectively manage resources and promote stewardship, ensuring program and operations teams and partner staff have and optimize the appropriate human, financial, and material resources and tools.
 - Monitor day-to-day operations to ensure all operational services (HR, Finance, Supply Chain, Admin, ICT) are delivered with high quality in an efficient manner and adhere to policies. Manage risk and address challenges that affect the proper stewardship, optimal utilization and maintenance of program assets and resources (financial, human, and material).
 - Create and maintain the proper conditions for learning. Establish a safe environment for the sharing of ideas, solutions, and difficulties and the capacity to detect, analyze and respond quickly to small deficiencies. Identify capacity strengthening needs for staff and partners and coordinate with CRS DR-Congo program and operations teams to address capacity strengthening.

Basic Qualifications

- Master's degree in business administration, International Relations, or relevant field required. Additional experience may substitute for some education.
- Minimum of 5 years work experience in a non-profit, development, and/or humanitarian organization with progressive responsibilities and some project management experience. Experience with an international organization a plus.
- Expertise in USAID rules and regulations (ADS, FAR) and USAID procurement regulations (22 CFR 228).

Required Languages - English and French oral and written fluency.

Travel - Must be willing and able to travel up to 50%.

Knowledge, Skills and Abilities

- Excellent strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture and ability to make sound judgment and decisions.
- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Team leadership abilities
- Proactive, resourceful, solutions-oriented and results-oriented
- Able to live in an environment where everyday comforts may not be readily available.

Preferred Qualifications

- Experience in stakeholder management and establishing and strengthening community partnerships.
- Staff management experience and abilities that are conducive to a learning environment.
- Knowledge of procurement and general office administrative/management issues

- Proficient in MS Office package (Excel, Word, PowerPoint, Visio), Web Conferencing Applications, and information 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)

Key Working Relationships:

Internal

External

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 **October 10, 2024, at 5:00 p.m.**
- Only pre-selected candidates will be contacted by telephone or individual mail.

Done in Kinshasa, September 26, 2024

The direction