

WA BiCC Job Description & Specifications

Title:	Deputy Chief of Party/Technical
Reports to:	Chief of Party
Supervision of:	Component Leads
Location:	Accra, Ghana

1.0 JOB SUMMARY:

Working under the overall direction of the Chief of Party (COP) and in coordination with other Senior Management Team members, the DCOP/Technical will have the primary responsibility of providing leadership and coordination for the development Annual Work Plan (AWP) activities developed by the 3 Component Leads of the WA BiCC Program. The Components are Combatting Wildlife Trafficking, Increasing Coastal Resilience to Climate Change and Reducing Deforestation, Forest Degradation and Biodiversity Loss, which comprise the Technical Unit that the DCOP/Tech will lead. Key to this will be working with Components Leads to identify and develop high-quality, diverse and targeted learning products in close collaboration with the Policy and Partnerships Specialist (including core regional partners, Gender and Social Inclusion and Advocacy), Knowledge and Management Specialist (KML) and the Collaborating, Learning and Adapting (CLA) sub-units (Communications, Capacity Building and Monitoring an Evaluation). The DCOP/Tech will ensure that learning results are integrated and articulated within each activity included in the final, approved AWP. The DCOP/Technical will serve on the Senior Management Team and, along with all SMT Members, be called upon to represent the Program, as delegated by the COP, to USAID, other international donors and senior-level Government officials, policy makers and other events on a case by case basis.

2.0 RESPONSIBILITIES:

Lead and provide oversight to all technical aspects of the Program related to the three core technical components and ensure that learning objectives are defined and implemented on a continuous basis during work plan implementation

Oversee the development of technical work plan proposals for the Annual Work Plan with all technical/program staff and work with the DCOP/Operations and his team to ensure that adequate budget resources are available to support proposed activities

Work with DCOP/Operations to ensure that finances related to technical activities are planned and managed effectively in close coordination with all technical/program staff

Ensure that technical staff and activities comply with Tetra Tech's management, operational and security procedures, policies and regulations, as well as USAID's procedures and regulations, including the Environmental Mitigation and Monitoring Plan (EMMP).

Work with the Knowledge Management and Learning Specialist to ensure that the Learning Products developed under Component Leads contribute strategically to the WA BiCC-wide KML and Communications Strategies.

Ensure quality control for technical content and strategic relevance on all technical activities, concepts, scopes of work, deliverables and ensure that reasonable deadlines are set and met and all written products are of a high-quality and near ready for external audiences.

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Lead the development for all KML/Communications products identified in the Technical Unit including technical and/or policy briefs, technical documents, blogs, vlogs, Exposure pieces, monthly, annual and semi-annual reports and ensure high-quality writing and substance with clear messaging, identified audiences and all elements to ensure that knowledge and lessons generated are effectively articulated and disseminated

Serve as a Member of the SMT.

- Oversee the development of concept notes and technical scopes of work for short-term technical consultants being proposed by the Component Leads.
- Work with the Senior Policy Specialist and WA BiCC Advisors to the Mano River Union, Abidjan Convention, and ECOWAS to coordinate interactions with these WA BiCC institutional partners.
- Serve as Acting COP on an as needed basis.

3.0 QUALIFICATIONS:

- Demonstrated expertise and at least ten years' professional experience working in climate change, natural resource management or biodiversity development programs with proven results in the development of KML/Communications or other outreach/influence or related products. Direct experience working in West Africa is highly desirable.
- Minimum five years of work experience as Deputy Chief of Party, Senior Program Manager or an equivalent position managing large (at least \$5 million per year), complex development programs, preferably within a West African context.
- Experience working on regional programs strongly preferred.
- Excellent and verifiable writing and editing English language skills. English-French bilingual skills strongly preferred.
- Demonstrated effectiveness in strategic thinking and policy analysis and able to dialogue with host country government and regional organizations.
- Demonstrated ability to be collaborative across projects, flexible and creative.
- Proven, high quality technical writing and editing experience for diverse audiences, including USAID.
- Demonstrated expertise in gender programming.
- Strong communications and interpersonal skills with evidence of ability to productively interact with a wide range and levels of organizations (government, private sector, NGOs, research institutions).
- A minimum of a Master's degree in a relevant field or a Bachelor's degree in a relevant field with an additional ten years' experience to the required minimums above.