



# Chief of Party, USAID CAFT- India, Keystone Human Services International (KHSI), New Delhi

## 1. POSITION VACANT: Chief of Party, USAID CAFT- India, Keystone Human Services International (KHSI), New Delhi

## 2. ORGANISATION BACKGROUND:

**Keystone Human Services International (KHSI)** designs and implements culturally relevant community-based services and service systems that promote social inclusion and culturally valued roles. They work with children and families and people with disabilities, as well as our efforts to support legal frameworks, create responsive support systems, and end institutionalization, are all based on the principle that everyone deserves an opportunity to become a fully participating member of their community.

For more information about **KHSI**, please visit [www.khs.org](http://www.khs.org).

## 3. JOB DESCRIPTION/ RESPONSIBILITIES:

KHSI is seeking a highly qualified and experienced **Chief of Party (COP)** to lead **USAID APCCA** project, "**Children and Families Together – India**" (**CAFT-India**). This is a full-time, India-based, senior position that is responsible for overseeing the development and implementation of the project and is especially ideal for someone who is a dynamic and visionary leader interested in making a lasting impact on the lives of children and families, especially those with disability, in India. The **COP** is tasked with taking the helm in shaping and executing the overarching vision of **CAFT-India** to ensure all assistance provided under this project is technically sound, justifiable, and measurable against activity objectives and targets.

S/he will oversee the comprehensive management of the project, providing both technical expertise and administrative oversight as well as making strategic decisions and ensuring compliance with project goals and targets. The **COP** will also lead, inspire, and manage a dedicated team of professionals to deliver results while supervising activity implementation to ensure the quality, timeliness, and efficiency of all products and activities generated under **CAFT-India**. As the key organizational liaison with USAID, Government, Consortium partners, and civil society organizations, this role will foster strong partnerships and collaborations to drive project success.

Reporting to the **President** and **CEO, KHSI**, the **COP** shall be responsible for overall program management, ways of working, implementation, technical leadership and administrative oversight of the project, coordinating with **KHSI** (the prime recipient and consortium lead). The **COP** shall also provide overall strategic and administrative leadership and expertise for the activities under the project and will serve as the primary authority for all decision making and compliance related to the activities. The post holder will also be responsible for assuring all assistance provided is technically sound, justifiable, and measurable against activity objectives and targets. The incumbent will manage program staff, supervise activity implementation, and ensure the activity meets stated goals, budget,

and reporting requirements, as well as ensure the quality, timeliness, and efficiency of all products and activities generated under **CAFT-India**.

**Key Responsibilities:**

- (1) Provide overall strategic, technical, programmatic, financial, and management guidance and support for the project activities;
- (2) Serve as the key liaison with **USAID**, local government, and all other counterparts/ organizations involved with the project;
- (3) Provide technical expertise and leadership in child protection and care;
- (4) Identify issues and risks related to program implementation and recommend adjustments;
- (5) Manage and supervises the work of all project personnel and serve as mentor to staff, emphasizing and modeling leadership skills;
- (6) Implement the strategic vision of the project through development and implementation of technical activities and project deliverables;
- (7) Foster strong partnerships and collaborations with implementation partners, USAID, local government agencies and other stakeholders to achieve the goals of the project;
- (8) Oversee all communications regarding the project both internally and externally;
- (9) Ensure all required documentation is reviewed and completed within required timeframes including financial, operational, and USAID reporting requirements;
- (10) Ensure all consortium members are working in compliance with USAID regulations.

**4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

**Qualification:**

Applicants must have a master’s degree (or foreign equivalent) in a discipline related to social work, social services, child protection, disability studies and inclusion, international development, or other relevant fields.

**Experience:**

- (1) A minimum of 10 years of professional experience in international development, including experience as a Director, Chief of Party, or other senior management role preferably with USAID-funded activities or similar donors;
- (2) In-depth knowledge of USAID contract management, policies, procedures, regulations, and reporting requirements;
- (3) Demonstrated knowledge of child protection and care reform issues, including experience implementing successful child protection and care reform;
- (4) Knowledge of disability inclusion, the UN Convention on the Rights of Persons with Disabilities, and prior experience working with organizations of persons with disabilities;
- (5) Understanding of the international and Indian child protection and care legal and policy frameworks.

**Skills and Competencies:**

- (1) Must be fluent in English (spoken, written, and reading) and demonstrate effective written and verbal communication
- (2) Demonstrates a strong commitment to **KHSI** mission and values.
- (3) Proactively collaborates and communicates effectively and positively with all associates and departments to uphold a team environment.
- (4) Maintain confidentiality standards in accordance with all company and regulatory standards
- (5) Practice all safety standards in adherence to **KHSI's** policies and procedures and maintains strict adherence to the organizations Safeguarding policies.

## **5. COMPENSATION OFFERED:**

Please note that the offer made to the selected candidate shall be commensurate with qualifications, experience, and salary history.

**6. LOCATION:** New Delhi

**7. REFERENCE:** COP-UC-KHSI

## **8. APPLICATION PROCESS:**

Eligible candidates are requested to mail their CV with a covering note detailing your interest to **KHSI** at [kijobs@khs.org](mailto:kijobs@khs.org) by or before January 5, 2024.

**KHSI** is committed to an inclusive workplace. **KHSI** recognize the research showing that women, people with disability, and persons from certain minority groups are less likely to apply for jobs unless they believe they can perform every task in the job description. **KHSI** is most interested in finding the best candidate for the job and will consider any equivalent combination of knowledge, skills, education and experience to meet minimum qualifications. **KHSI** believe in diversity and encourage the candidates to think broadly about the background and skill set for this role.