

FISH RIGHT PROGRAM DEPUTY CHIEF OF PARTY

Overview

The Fish Right Project is the flagship program of the United States Government in the Philippines that addresses the threats of illegal, unreported, and unregulated (IUU) fishing. The program delivers practical solutions that strengthen maritime domain awareness, enhance safety at sea, and promote sustainable fisheries management

The Deputy Chief of Party (DCoP) will act as the operations manager for the Program and will have a mix of technical, administrative, and operations related duties. The DCoP will oversee the day-to-day management of the program to ensure efficiency and effectiveness: financial and administrative infrastructure, communications strategy, and work plans and deliverable milestones. The DCoP reports to the Chief of Party (CoP). Specific responsibilities include:

- Assist the CoP in preparation of periodic progress reports (including review of relevant financial statements and quarterly progress reports to the US Government), as well as contributions to working papers and technical reports.
- Conduct task planning and scheduling of work plan activities and coordination with partner agencies and other stakeholders.
- Coordinate and consult with project subcontractors, government agencies and working groups to ensure their smooth functioning and active participation of stakeholders for assigned key result areas. Supervise all contracts and subcontracts as assigned by the CoP.
- Provide timely and ongoing information on activity status, progress and required adjustments to the CoP.
- Review Project outputs and publications for quality assurance for the contractors supervised by the DCoP and as delegated by the CoP.
- Assist the CoP in the organization of team building sessions among personnel and with key project partners.
- Assist in preparing contract terms of reference for local advisors/consultants/subcontractors in conjunction with the CoP; approve and ensure accurate partner invoicing and compliance.
- Ensure compliance with financial and administrative policies and procedures of the US Department of State, URI, and the United States Uniform Guidance as applicable within the field project offices.
- Oversight of adherence to URI's Field Office Standard Operating Procedures.
- Oversee the finance and administrative systems of Fish Right, including ensuring that financial transactions align with approved work plan budgets and agreed upon financial procedures and protocols; review and approve monthly financial clearings.
- Supervises the Coordination Manager, Finance Manager, Administration Procurement and HR Manager, MEL Team Leader.

Required Qualifications

The Deputy Chief of Party should have the demonstrated capability to fulfill the role of the Chief of Party in that person's absence. S/he must ensure effective field coordination and oversight of the Monitoring, Evaluation and Learning plan development and implementation. The Deputy Chief of Party position requires the following qualifications:

- Exemplary professional experience in international program management, preferably including senior management experience at DCoP or equivalent level;
- At least 5 years of relevant management, supervisory, and technical experience;
- Experience working in projects focusing on two or more of the following areas is preferred: fisheries and coastal resource management, marine protected area management, policy development, governance capacity building, and conservation enterprises;
- Minimum of a Master's Degree in a relevant field;
- Proven leadership in the administration of programs similar to the scope of the Fish Right Program;
- Experience in building and effectively supervising a diverse team of employees;
- Proficiency in English and Tagalog (both spoken and written); and
- Direct experience and knowledge of Philippine coastal and marine resource management issues preferred.
- Philippine citizenship is preferred.

The DCoP will be a personal services contract and not a staff position with the University of Rhode Island.

How to Apply:

To apply, please email all the following:

Cover letter

Resume or CV

Three professional references with contact details

To the attention of:

Rheyzelene T. Guimbungan

Finance & Admin Manager, Fish Right Program

rguimbungan@fishright.crcuri.org

The first review of applications will take place on June 15th. This search is open until filled.