



## Vacancy Notice

### Chief of Party

AMFA is looking for an experienced Chief of Party (COP) for its new three-year activity funded by USAID. The AMFA lead USAID Associations for the Future Activity (AFA) will be implemented by the AMFA lead Consortium of local and international organizations including AMFA, FSIC, UDPO and The SEEP Network.

The AMFA lead Consortium will work directly with local associations in a new modality of engagement to enable the beneficiary associations improve their governance, management and member services to ultimately represent and serve their members better.

#### Primary Responsibilities:

- The Chief of Party chairs the Project's Strategic Advisory Committee. This committee makes project-related decisions, that encompasses cooperation, innovation and creativity of the consortium members in the management of the Associations for the Future Activity (AFA) project.
- The Chief of Party will also be responsible for organizing regular training and analysis sessions for consortium partners to review intermediate information and evidence to support research questions, make adjustments to program activities, and evaluate the effectiveness of pilot projects.
- The Chief of Party will carry out strategic and annual planning activities, as well as will organize the initial research within the project concept document, capacity assessment of beneficiary associations, selection and training of trainers, training for beneficiary associations, small grant management, regular monitoring activities, Digital Project Management and all activities, including the creation and operation of the Learning Management System (LMS).
- The Chief of Party will coordinate the contributions of different partners in the same direction for the efficient and effective implementation of the project. COP plays both a technical and managerial role, as well as a coordinating role in creating an effective consortium during the dynamic operation of the project. COP will provide effective, consistent and efficient programming, improved monitoring, data analysis and knowledge management.
- The Chief of Party will report to the Project Director, who will directly oversee the Project Team.
- Under the direction of the Project Director and as required, the Chief of Party will also provide effective communication on the project and its outcomes, advocacy and other advocacy activities, attract potential stakeholders, network and mobilize resources.
- The Chief of Party will ensure that timely progress reports are prepared on a regular basis as required by the donor organization.

**Required Experience, Technical Knowledge and Skills:**

- Master's degree or equivalent in public administration, business administration, international relations or related field;
- Ability to work fluently in MS Office software;
- Demonstrated leadership and management skills in program management, including budget and personnel management, motivating and supervising team members, program planning, implementation, monitoring and evaluation, and managing serious activities and achieving success in complex activities;
- Knowledge and experience in administrative, management and reporting procedures and systems, as well as strategic program planning, management, control and budget expertise;
- Experience in any of the following technical components: Development of business associations, research, capacity building of local organizations, business development;
- Professional experience in multi-stakeholder project program management, including: customer relationship management, program work plan development, program budget preparation, program implementation management, and management of technical partner organizations;
- Demonstrated potential to build and maintain a wide network of partners and stakeholders, including productive business relationships;
- Proven ability to develop and communicate a common vision among different partners and the ability to lead required multidisciplinary teams;
- Minimum 5 years' experience in project management related to any business development;
- Management skills and abilities focused on employee growth and development opportunities;
- Experience in effective work process control and team building skills;
- Demonstrated impartial and professional working relationships with partners and colleagues;
- Must have excellent oral and written communication, presentation and communication skills in English and Azerbaijani;
- Must be ready to travel to the regions.

If you are interested in this job and meet the requirements of the job, then you can send **your resume (CV) and Cover Letter of Interest** to the following email by **January 31, 2023**. E-mail: [administration@amfa.az](mailto:administration@amfa.az). When you submit your application, please indicate **"AMFA Chief of Party"** in the subject line.