**USAID Armenia Improved Water Management Program**

**Job Description**

**Deputy Chief of Party**

The USAID-funded Improved Water Management for Sustainable Economic Growth Program in Armenia is seeking a Deputy Chief of Party (DCOP). He or she will support the Chief of Party in the oversight, guidance, and implementation of program activities.

**Program Background:**

The Improved Water Management for Sustainable Economic Growth Program implemented seeks to transform Armenia’s approach to water management to improve the equity of access to water while maintaining environmental flow and water quality for the protection of freshwater resources. The Program will achieve this through the development and dissemination of improved approaches and tools to support sustainable and secure water management; advancing improved water governance; and spreading best practices and innovative approaches in water conservation and use. The activity will also provide technical and advisory services (including training, applied research, and analysis) to the Government of Armenia (GOAM), local communities, and the private sector, and support the implementation of small-scale pilot projects to improve water management and use. The Program is implemented by Deloitte Consulting LLP, in partnership with the Urban Foundation for Sustainable Development (UFSD) and the Regional Environmental Centre for the Caucuses (REC). The office is based in Yerevan, Armenia.

The Program’s technical activities will encompass the following objectives:

* Objective 1: Apply advanced technologies and tools to support sustainable and secure water management
* Objective 2: Improve water governance
* Objective 3: Promote and scale best practices and innovative approaches in water conservation and use to increase equitable access to water resources
* Objective 4: Prepare for regional cooperation with neighboring countries
* Objective 5: Improve access to water

**Chain of Command:**

Ultimate day-to-day field supervision and authority for all personnel and all aspects of program activities rests with the Chief of Party. The Employee described herein shall take no managerial or technical direction from any individual who is not formally employed in the chain of command between the individual and the Chief of Party, the Chief of Party’s designee.

**Supervisor and Reporting Responsibilities**:

For all routine responsibilities and duties, either directly or indirectly related to the Position description, the Employee shall report to and be supervised by the Chief of Party.

**Key Responsibilities:**

The Deputy Chief of Party’s (DCOP) roles and responsibilities will primarily consist of supporting the COP on management and technical oversight of the program.

As directed by the Chief of Party, the Deputy Chief of Party shall perform, oversee, and support the performance of the following specific tasks:

* Work closely with the Chief of Party to provide technical and managerial oversight for the Program, including the development and implementation of the Program annual work plans, quarterly and annual reports, and other requests that may come in from USAID and Deloitte consulting;
* Ensure close inter- and intra-component and inter-office collaboration with all Project components, sub-components, and offices; and promote close collaboration with the monitoring and evaluation, training, public awareness, and other cross-cutting actions of the Program;
* Ensure that program implementation is undertaken in accordance with USAID regulations and procedures, and the specifications described under the scope of work and contract,
* Manage the development, design, and implementation of STTA SoWs, support the recruitment and selection of STTA consultants, scheduling and mobilization, field implementation, and final acceptance of the work completed; backstop and support long- and short-term consultants;
* Draft, edit, and make material contributions to Program documents, including but not limited to weekly updates/reports, quarterly and annual reports, PowerPoint presentations, studies, papers, as well as operational and MEL-related documentation;
* Maintain rigorous focus on the achievement of the Program set out in the MEL plan;
* Represent the Program and Deloitte in official and programmatic meetings governmental and non-governmental stakeholders in water and related sectors as requested by the COP;
* Ensure strengthening linkages and support stakeholder engagement under each objectives on the issues like participatory water governance and water management, data collection and management at local, basin and regional/trans-boundary levels;
* Provide technical and advisory support to all objectives in strengthening data-driven water modeling, planning and decision-making capacities at selected basin, regional/marz, and national levels, as well as in putting together small-scale infrastructure projects and trans-boundary cooperation;
* Manage the process of putting together ERC/EMMP and finalize ERC/EMMP report to be submitted to USAID;
* Coordinate activities aiming at promoting collaboration with universities, research institutions, WUAs and private sector partners under different project objectives to promote knowledge transfer between scientific organizations, and the private sector to strengthen technological improvements and implementation;
* Act as COP in his/her absence;
* Abide by all local laws, USAID regulations, and US Embassy/USAID project directives, whether written or verbal; and
* Perform any and all tasks as may be assigned by the Chief of Party or his/her designee as may be required to contribute to the achievement of Project goals and objectives.

**Qualifications:**

* Master’s degree, or higher, in economics, business administration, public administration, environment, or a related fields;
* Minimum of seven (7) years of relevant, progressively responsible management experience, including with USAID;
* Demonstrated experience and a proven track record of implementing and/or managing activities focused on environmental and water sectors development;
* A combination of technical familiarity and management skills that span the subject areas covered by the Program;
* A current professional network in the most relevant ministries and offices of Government of Armenia;
* Excellent oral and written communication skills in Armenian and English is required.

**Professional Skills:**

* Strong outreach and communications skills, analytical skills, and self-motivation
* Detail-oriented with strong organizational skills
* Good verbal, interpersonal, and written communication skills
* Good analytical, problem-solving skills

**Level of Effort and Period of Performance:**

This is a full-time position from February 2023 through July 2027.

**Location:**

This position is based in Yerevan, Armenia.

**Application Requirements:**

Please submit the following items as part of your application by February 24, 2023 to Nune Ghazakhetsyan [nuneghazakhetsyan@gmail.com](mailto:nuneghazakhetsyan@gmail.com):

* Cover letter
* CV
* Contact information for two recommenders.