

**TITLE:** Chief of Party

**EMPLOYMENT TYPE:** Full time staff

**LOCALITY:** Guatemala City, Guatemala

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### Organizational Overview

For over 30 years, Rainforest Foundation US (RFUS) has worked to address climate change and safeguard biodiversity by promoting Indigenous Peoples' human rights and supporting their efforts to protect their rainforests. RFUS works in partnership with indigenous communities and their representative organizations to protect tropical rainforests by supporting their efforts to secure rights to their lands, strengthen monitoring and land security, influence laws and policies that protect their resources, and build strong and sustainable community leadership. By investing directly in indigenous communities, RFUS connects the people rooted in the land with the tools, training, and resources to be effective advocates and protectors of the forests they call home. RFUS currently operates four country programs in Brazil, Guyana, Panama and Peru, and hosts a number of regional partnerships in Central America, the Amazon Basin and across the tropical belt.

### Position Overview

This project, sponsored by USAID/Guatemala, will run over a three-year horizon in Mexico, Guatemala and Honduras.

These terms of reference define the scope of this position for the Chief of Party that effectively guarantees a successful management for the fulfillment of the objectives, expected results and the compliance with the impacts and benefits of the project.

The primary responsibility is to oversee the implementation of and provide technical direction while ensuring that all contract's goals and deliverables are met.

### Responsibilities

RFUS is directly responsible for the execution of the project. The Chief of Party will have responsibility for all aspects of operational planning, implementation and technical and financial monitoring of the project. She/he will be responsible for the timely delivery of technical reports and compliance with USAID requirements for the project.

Specifically, the Chief of Party will have the following functions but not limited to:

- Define the guiding vision of the project and build consensus with stakeholders.
- Lead the development and the implementation of activities within the work plan. They must be performed to a high professional standard.
- Allocate contract resources, and ensure sound financial management including programmatic, budgeting, spending, projections, and monitoring of payments.
- Primary contact with USAID and shares progress of the project and any potential problems.
- Reassess objectives, strategy, and/or plans according to the context
- Prepares quarterly and annual reports of the Project.
- Monitoring, evaluation and learning reports and the midterm and final evaluations



- Other deliverables as identified

#### Geographical Scope

The project is of Mesoamerican regional scope, and covers the countries of Mexico, Guatemala and Honduras.

The workplace will be based in Guatemala City, Guatemala, with frequent travel in the region. International activities are planned outside the Mesoamerican region.

#### Period of Performance

The position will be for the life of the project, through September 30, 2024.

The person will need to be available within 30 days after signing the contract.

#### Key Personnel

This position is designated as key personnel for the successful execution of this award. The contractor will have one (1) key person designated as Key Personnel. Key Personnel will be employed by the Prime Contractor and fully attributed to this activity. The Prime Contractor must propose Key Personnel positions who have the appropriate skill sets to assure successful achievement of the contract objectives. The Contractor will provide the following individual for the position listed below:

#### Chief of Party

RFUS seeks to hire an individual in agronomic forestry engineering, social sciences or other related careers, with a minimum bachelor's degree (Master's degree is preferable) and:

- Demonstrated experience in all phases of project management
- Demonstrated communication skills, both verbal and written, with various audiences including but not limited to government and industry officials.
- Fluency in both Spanish and English, both verbal and written.
- Knowledge and mastery of subjects related to sustainable development with indigenous peoples
- Ability to analyze complex information in order to detect trends, relationships and patterns, as well as the implementation of solutions to complex or unforeseen problems
- Experience with Word, Excel, Power Point and project management systems.

#### Application Instructions

Interested applicants are advised to carefully study the job description and reflect in the cover letter how your work and experience helps you meet the requirements and skills we are looking for. Applications will not be considered without the submission of a cover letter and a resume. Resumes may be submitted in English or Spanish and must not exceed 3 pages. CVs must be submitted by 10 AM (Guatemala time) on January 7, 2022. Please send full application to: [jobs@rffny.org](mailto:jobs@rffny.org) using subject line: "COP - YOUR NAME"

Other Information

Women, black, indigenous and people of color are encouraged to apply. Rainforest Foundation US does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. Rainforest Foundation US is an equal opportunity employer.