



## Job Description

<b>Job title:</b>	Deputy Chief of Party
<b>Group:</b>	Demonstration Programmes
<b>Responsible for:</b>	Operations Manager and Finance Manager & their teams (TBC)
<b>Reporting to:</b>	Lumos Country Representative/Chief of Party, BEST Project
<b>Usual office base:</b>	Port Au Prince, Haiti

## Background

Founded in 2005 by children's author, J K Rowling, Lumos has developed a Mission to fight for every child's right to a family by transforming care systems around the world. Its Vision is that all children enjoy their right to grow up in a safe and loving family.

Lumos commenced its work in Europe including Bulgaria, the Czech Republic, Moldova, Serbia and Greece. In 2014 its activities expanded and now include Colombia, Haiti, Kenya, Jordan and Malaysia. In each of these countries, Lumos is demonstrating that systems of public care for children can be transformed away from institutions by returning children to their own families with appropriate support and assistance to their parents or placing them in carefully selected and supervised alternative families.

Despite the milestones achieved, millions of children continue to live in institutions globally and until more countries adopt quality system-wide reform at national levels, this grave problem will persist.

Encouragingly national governments and major stakeholders are increasingly committing to transition away from harmful institutional models of care. However, many lack the know-how to develop holistic alternative solutions which support family and community-based care and it is not possible for Lumos and others in our sector to work directly in every country.

Leveraging its extensive experience and expertise, Lumos is restructuring as a **global centre for systems change**. Working in collaboration with strategic partners to provide remote targeted support, technical advice and training, the global centre for systems change will help to build the capacity of national governments and other major stakeholders to lead safe, sustainable and system-wide reform. This will allow Lumos' work to benefit more children and families and achieve an impact greater than the sum of its parts.

### **Building Enduring Systems to end Trafficking (BEST)**

BEST is a four-year programme funded by USAID, designed to support a major acceleration of the Haitian government and civil society's efforts to deliver transformative progress on the crime of human trafficking, with a focus on child trafficking.

In partnership with USAID, this nationwide project will meet the needs of victims of child trafficking, protect children at risk of trafficking, and work towards creating an environment in Haiti in which trafficking in persons is consigned to the past. It will lead to a notable reduction in the large number of children who have been placed in institutions and domestic servitude (restavek).

The BEST programme aims to support the Haitian government to develop a robust and efficient multi-agency response, embedded in government agencies and the justice system, that coordinates national and local-level efforts, with support from an engaged civil society sector, private sector, and other interests. Lumos will partner with two key sub-recipients.



The programme will strengthen national response and capacity to tackling trafficking, while ensuring that the state-led response is effectively coordinated and embedded at the grassroots level. In addition to strengthening the national response, the programme will focus on three inter-connected strategic objectives:

1. Behaviour change communications to increase public awareness of the dangers, legal consequences, and various forms of trafficking in human beings;
2. Develop and implement victim-centred services to provide protection and assistance to trafficked persons at the national and departmental levels;
3. Support the National Counter-Trafficking Committee (NCTC), IBESR, and other government, civil society and international partners to effectively coordinate and deliver C-TIP activities.

### **Job Purpose**

The Deputy Chief of Party (DCoP) will be responsible for the day-to-day oversight of operational and administrative functions of BEST, a 4-year USAID funded project, including: finance & accounting, human resources, contractual compliance, office management, and sub-contracts with partners. (Logistics function to be confirmed.)

The DCoP will support the Chief of Party (COP) in the management of the grant. They will oversee coordination of field operations, provide support in the management of sub-grantees, and ensure that the operational and financial activities meet with USAID and Lumos' standards.

### **Job Objectives**

#### Operations

- Oversee the development and implementation of all financial structures including accounting, budgeting, financial reporting and cashflow.
- Produce financial reports which will be fed on a monthly basis to Lumos HQ.
- Advise recruiting managers on the most effective resourcing strategies to ensure roles are filled successfully in accordance with the Lumos Global Safeguarding Policy for Children and Adults at Risk, monitoring the effectiveness of this approach and adapt as required throughout the recruitment cycle.
- Oversee payroll and regular HR reporting ensuring that this is always delivered accurately appropriately and are complaint with the local law (in particular ensuring that anti-fraud and anti-corruption policies and procedures are followed to minimise risks in delivery of project outcomes)
- Coordinate the day to day management of contracts with service providers (e.g., INASSA etc)
- Oversee logistics, procurement, compliance, and people functions (to be confirmed)
- Develop and support the implementation of policies and procedures in coordination with Lumos HQ and in line with USAID regulations
- Develop a transparent grant management system for sub-grantees in coordination with Lumos HQ and provide ongoing support to sub-grantees with the implementation
- Ensure compliance in reporting to USAID, and adherence to both Haitian law and Lumos' policies and procedures
- Manage, guide, mentor and to Contribute in the development of Lumos organisational Capacity
- Monitor expenditure, forecasting and financial performance.
- Supervise the Finance/Operations team (specific roles to be confirmed)



#### Leadership:

- Contribute to Lumos key strategic planning documents and reports as required
- Work alongside the Programmes team and develop an understanding of the Programme scope to be able to represent Lumos and the BEST project to external stakeholders (Ensure strong internal communications with team members and consortium partners)
- Support the COP in representation, strategic development and quality control duties; and liaise with USAID and government stakeholders to respond to their informational, data and monitoring requirements
- Support and deputise for the COP and DCoP Programme in key relationships with USAID, relevant government entities, partners, other implementers and stakeholders
- Serve as Acting DCoP Programme when necessary

#### Safeguarding statement:

- Ensure organisational safeguarding strategies reflect statutory requirements and best practice. Ensure these are understood and implemented within the area of responsibility. There is a proactive and positive Safeguarding Culture. The organisation meets its statutory Safeguarding requirements. Strategic risks are effectively managed

#### Person Specification:

##### Skills:

- Highly self-motivated, organised and professional able to work independently
- Ability to work under pressure and meet conflicting deadlines
- Ability to work effectively as part of a team, including with key internal and external actors
- Ability to lead and work collaboratively with teams
- Strong interpersonal, analytical, writing and advanced computer skills
- Ability to be flexible and assimilate new information quickly
- Ability to multi-task and manage priorities effectively
- Strong creative problem-solving skills, especially when under pressure and with limited resources
- Strong organizational and project management skills; extremely detailed-oriented with strong commitment to accuracy
- Absolute discretion when dealing with confidential matters
- Demonstrable ability of collaborating with diverse stakeholders, such as local NGOs, government officials, donor representatives, faith-based organisations and local and international staff

##### Knowledge:

- Advanced degree in business administration or public administration desired
- Demonstrable knowledge of USAID contract management, policies, procedures, regulations and reporting requirements is essential
- Fluency in French and English (S/3 and R/3) is required along with excellent written communications skills. Familiarity with Haitian Creole is desirable
- Mastery of Microsoft Office Suite (Outlook, Word, Excel and PowerPoint), general comfort level with Internet/Intranet usage and ability to learn proprietary software
- Strong understanding of legal compliance and annual reporting under Haitian law
- Demonstrable knowledge in budget, finance and grant management, ideally of complex budgets (>US\$5M)



### **Experience:**

- Minimum 7 years' experience in operations and finance roles
- Experience of senior project management roles of complex programmes, preferably USAID or another major donor
- Significant experience in establishing, developing and leading teams
- Proven experience of managing all aspects of HR including appraisals, disciplinarys and recruitment
- Significant experience in line managing finance and operations teams
- Experience in senior management positions, with a demonstrable track record in achieving results
- Extensive project management experience gained within the development sector in a similar role
- Experience working in an international organization strongly desire

The successful candidate must understand and adhere to Lumos global security and safety protocols and the Haiti country security plan, ensuring BEST team members do the same.

### **Right to Work**

All offers of employment are subject to evidence of right to work in the country where the role is based.

### **EDI (Equality, Diversity and Inclusion) Statement**

Lumos is wholly committed to equality, diversity and inclusion and against all forms of discrimination. We are committed to creating and sustaining a positive working environment that encourages, supports and gives a voice to all, so that we can best support the children we serve. We must ensure that all staff are equally valued, included, empowered and respected across the organisation and in everything we do.

Lumos is fundamentally built on diverse, multi-national and multi-cultural teams. This is something we cherish as a key strength and an integral part of our identity. Our organisation values and celebrates the diversity, culture and experience of each member of staff, provides equality of care and support to everyone.

We pledge to listen carefully, to educate ourselves continually, to promote open dialogue, and to seek out and deal with discrimination and prejudice wherever it occurs in Lumos.

### **Safety and Security Statement**

Lumos employees may be required to work or travel in high-risk countries or locations. The physical safety of our staff is a primary concern for Lumos and processes have been put in place to manage this risk. All staff must comply with relevant policies and procedures and attend compulsory security training as required.

### **General Safeguarding Statement**

Lumos recognises that the rights of safety and security are aligned with its core mission of ending institutionalisation. Effective and robust safeguarding sit at the heart of our mission and values, and accordingly, Lumos is committed to ensuring the safety and protection of children and vulnerable adults in all its work. We expect all staff, associates and volunteers to share this commitment. Lumos will carefully screen all applicants and any offers of employment are subject to appropriate employment and background checks, as well as suitable references from previous employers.



Lumos is committed to ensuring the safety and protection of children and adults at risk in all our work. All staff and associates must:

- Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility.
- Ensure work complies with all safeguarding policies and procedures that apply to the role.
- Ensure that their behaviours and actions support the safeguarding of children, young people and adults at risk as appropriate.

Additionally, the Deputy Chief of Party is expected to:

- Ensure organisational safeguarding strategies reflect statutory requirements and best practice;
- Ensure these are understood and implemented within the area of responsibility;
- Create a proactive and positive Safeguarding Culture;
- Ensure that the organisation meets its statutory Safeguarding requirements; and
- Ensure that strategic risks are effectively managed.