

CHIEF OF PARTY - SERBIA

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| COUNTRY: | Serbia |
| POSITION: | Chief of Party |
| DEPARTMENT: | International Cooperation and Humanitarian Aid |
| TPOLOGY OF CONTRACT: | Project based contract |
| STARTING DATE: | September 2019 |
| DURATION: | 6 months – with possibility of extension |
| DUTY STATION: | Belgrade – with frequent travels in other areas of Serbia |
| SALARY: | According to Oxfam International Salary Grid and to candidate's previous experience |
| OTHER: | <ul style="list-style-type: none"> - Insurance coverage - 1 return flight ticket |
| DEADLINE FOR SUBMISSION: | 14 August 2019 |
| HOW TO APPLY: | Interested candidates should send: <ul style="list-style-type: none"> - their CV; - the details of 3 people who will serve as professional references; - a short self-presentation letter explaining how the candidate's qualifications and previous experiences are in line with this job description. |
| Applications must be sent before 14 August 2019 to selezioni@oxfamitalia.org , specifying in the subject: "Recruitment Chief of Party - Name Surname". | |

BACKGROUND

Since May 2015, Serbia, like other countries in the Western Balkans, has seen a massive influx of refugees and migrants in transit from Greece to Hungary or Croatia. Oxfam Italia is committed to respond to the needs of refugees and migrants who are crossing specifically Serbia and FyROM. Currently, through the EU Regional Trust Fund (EUTF) in Response to the Syrian crisis ('Madad fund'), Oxfam Italia is providing food to around 5,000 migrants, refugees and asylum seekers hosted in 15 reception centres in Serbia. The food distribution is expected to be completed by the end of January/beginning of February to be resumed by the governmental authorities and other INGOs/IGOs, nevertheless Oxfam Italia, is planning to continue its presence in the country to contribute to increasing human rights protection.

The current EUTF project is implemented by a Consortium of three organisations – Oxfam Italia, CARE Deutschland and CARITAS Serbia – and aims to assist migrants, refugees and asylum seekers in Serbia in accessing nutritious and culturally appropriate food (three meals per day). The project is building on the lessons learned by the 4 partners in previous implementation of food provision activities, in coordination with ECHO, the Commissariat for Refugees and other Serbian authorities, UN agencies and other humanitarian actors.

The "Food Consortium" requires a Chief of Party, who will ensure timely and quality implementation of the consortium's project, according to the approved proposal and in accordance with the rules and regulations of the donor and will facilitate effective coordination between consortium partners and strategic external relations with local authorities, INGOs/NGOs/INGOs and donor in country and at Brussels level.

The position will be hired and managed by Oxfam Italia HQ based in Florence, as leader of the Consortium, and will directly report to Oxfam Italia Head of Humanitarian Office.

JOB DESCRIPTION

The Chief of Party will be the final responsible for the following tasks:

- Providing overall project leadership, management, and technical coordination;
- Ensuring external representation of the Food Consortium activities and mission;
- Ensuring compliance to contractual rules (with donor and partners) including purchase and visibility rules and to Oxfam's policies and SOPs;
- Supervising project technical and support (administrative and logistic) staff;
- Liaising with governmental counterparts to support the Action and future collaborations;
- Participating in internal/external evaluations to assess progress and contributing to put in place recommend solutions;
- Coordinating board and steering committee meetings and representing the food consortium at sector meetings and meetings with external stakeholders;
- Provide strategic guidance in unifying approaches between Consortium members across different reception centres and ensure the application of common quality standards in food provision and M&E between the partners in all the phases of humanitarian response;
- Oversee the financial management system for the project, and – in conjunction with the Finance Manager – develop and monitor the project budget;
- Lead on intermediate and final narrative and financial reports in coordination with the Finance Manager and the Programme Coordinator and ensure quality and time effectiveness of reporting processes;
- Manage the Consortium Team: Field Monitors, Programme Coordinator, Strategic Partnership Manager, MEAL Manager, MEAL Officer, Finance Manager, Finance Officer, Finance Assistant, and #2 consultants (Nutritionist and MEAL).
- Participating to new proposal development in line with the Protection Strategy for Serbia.

QUALIFICATIONS AND SKILLS REQUIRED

Essential requirements:

- Advanced university degree in development studies, public management or other related field;
- At least 8 years of relevant professional humanitarian or development experience with an international organization;
- At least 5 years of experience in a managerial position with regards to Humanitarian Aid projects in the field;
- Demonstrated ability to implement projects with rigorous deliverables and timelines in accordance with set timeframes and donor regulation;
- Experience of managing large grants from major international donors, particularly European Union;
- Demonstrated experience in writing projects, including for Humanitarian Aid donors;
- Demonstrated capacity in office management, including capacity building of staff;
- Previous experience managing diverse teams to deliver results on short timelines, including the development of spending plans, procurement plans and workplan;
- Knowledge of the main humanitarian donors, with particular reference to DG ECHO.
- Excellent spoken and technical writing ability in English, including report writing;
- Strong computer literacy with a full knowledge of MS Office.
- Excellent budget planning and management skills, previous experience effectively managing big-size grants;
- Strong verbal communication skills and effective in representation and liaison with external actors
- Culturally sensitive and able to understand and work in a very complex context.
- Problem solving attitude
- Good team player with strong initiative.
- Good inter-personal and communication skills.
- Ability to adapt and work in difficult situations.

Preferential requirements:

- Previous experience in food assistance projects is highly desirable;
- Knowledge of local language and/or regional experience is an asset;
- Knowledge of protection;
- Experience in design and use of monitoring and evaluation system across different organizations;

SELECTION CRITERIA

CVs will be pre-selected according to their coherence with the required profile. Candidates might be called for interviews and selection tests eve before the deadline for the submission of CVs.

We thank all those who submit their application, but please note only those profiles pre-selected on the basis of the analysis of the documentation submitted will be contacted.

Interviews will be held in Florence. Travel costs will not be reimbursed to candidates. For candidates who are not in Italy the interview will be first by Skype. Only those pre-selected for an interview will be contacted for an eventual written text.

Note: for more information about the organization, please consult our webpage: www.oxfamitalia.org .

Attention! For the purpose of this position, only those profiles complying with mandatory requirements will be taken into consideration; therefore, we kindly request to those who do not hold the relevant mandatory standards not to submit your application.