



IFES invites applications for the following position:

Deputy Chief of Party

NOTE: This is re-advertisement. Previous applicants need not apply.

About IFES:

Under a grant from the United States Agency for International Development (USAID), the International Foundation for Electoral Systems (IFES) is implementing an 18-month program to promote the integrity of the electoral process in the Maldives.

IFES is an international, nonprofit organization that supports the building of democratic societies. IFES provides targeted technical assistance to strengthen transitional democracies. Founded in 1987 as a nonpartisan, nonprofit organization, IFES has developed and implemented comprehensive, collaborative democracy solutions in more than 120 countries.

Responsibilities:

The DCOP will support the strategic development, implementation and monitoring of program activities in accordance with the program, annual workplans and monitoring and evaluation plan. Working under the direct supervision of the COP, the DCOP will be responsible for the following:

- Support the Chief of Party and program staff with the ongoing strategic development, implementation and monitoring of program activities in accordance with the 18-month program outline;
- Develop and maintain excellent relationships with key stakeholders, particularly the Elections Commission of the Maldives, IFES's civil society partners and donors;
- Keep up-to-date with key political developments and brief the Chief of Party and IFES staff as required;
- Prepare written reports and presentations on IFES' programmatic work as required;
- Support the Chief of Party in management of the IFES office, ensuring that the organization and donor rules, regulations and policies are adhered to;
- Support the Chief of Party with management of staff and consultants;
- Oversee the procurement of goods and services required for the effective implementation of the program;
- Assist the monitoring and evaluation coordinator in developing and implementing the program's monitoring and evaluation plan;
- Act for the Country Director during his/her absences; and
- Other relevant duties as assigned by the Chief of Party.

Requirements:

- Bachelor's degree required; Master's degree in a related field highly desirable;
- Minimum 7 years' experience with project management, ideally in the field of elections, governance, conflict mitigation and or development working with an international organization or donor agency;
- Excellent interpersonal, managerial and communication skills as well as a strong administrative track record;
- Familiarity with USAID regulations and procedures;
- Competent in the use of Microsoft Office applications;
- Fluency in English and Dhivehi (oral and written) required;
- Demonstrated ability to effectively work with a diverse team of employees, including expatriate and local staff;

- Professional, flexible, and collaborative approach;
- Ability to meet deadlines;
- Strong communication skills, both verbally and in writing, and strong presentation skills; and
- Diplomatic and good interpersonal skills.

Interested candidates meeting the above requirements should submit a CV, cover letter detailing qualifications for the position (no more than a page in length), and name/contact details of two (2) referees to ifesmaldivesvacancy@gmail.com, with **DCOP-01** in the subject heading.

Women are strongly encouraged to apply.