



## **Deputy Chief of Party, USAID/Burma Diversity & Inclusion Scholarship Program (Hybrid)**

Job Title

Deputy Chief of Party, USAID/Burma Diversity & Inclusion Scholarship Program (Hybrid)

Organizational Unit

IIE Organization -> Myanmar -> USAID Programs

Schedule

Full Time

Education

Bachelor's Degree

Location

Myanmar

Travel

10 to 25%

### **Job Description**

IIE is seeking Deputy Chief of Party candidates for an anticipated USAID/Burma Diversity and Inclusion Scholarship Program (DISP). It is anticipated that DISP will expand higher education opportunities to a large pool of potential young leaders in Myanmar. The Activity will sponsor promising young individuals from Myanmar to complete undergraduate or postgraduate degrees or other forms of post-secondary certification or credentialing at higher education institutions (HEIs) in the South and Southeast Asia regions. The Activity may also support access to educational opportunities via in-person, online, or other formats, and provide wrap-around student support services. DISP will seek to improve the technical competencies and enhance the leadership potential of future leaders in a variety of fields such as agriculture, development, economics, education, health, law, and public policy, among others.

The Deputy Chief of Party (DCOP) is responsible for day-to-day project management of DISP, including all phases of the scholarship cycle, from the application phase through alumni follow-on activities. S/he will work closely and under the supervision of the Chief of Party. The DCOP will be responsible for the technical oversight and management of DISP activities.

***This position is contingent on funding.***

**Essential Functions:**

- Support the COP in providing leadership, management, and direction to DISP to achieve program goals and objectives.
- Responsible for the day-to-day management of the program – including management of assigned staff, activities, subawards, and partners.
- Lead planning and development of program activities in collaboration with partners, USAID, and IIE staff.
- Development and coordination of comprehensive scholarship process including outreach to diverse and disadvantaged potential Burmese applicants; recruitment process and selection of top candidates; scholar preparation for degree or certificate programs; placement process; monitoring scholars progress and ensuring they have the resources and support in place to succeed; and alumni and workforce entry activities.
- Assist with the development of program deliverables.
- Assume COP responsibilities when the COP is on leave.
- Represent IIE at conferences, events, and meetings with DISP stakeholders including USAID, IIE offices, regional and US HEIs, NGOs, scholars, and other stakeholders.
- Contribute to collection and analysis of monitoring and evaluation data to inform adjustments to program activities.
- Coordinate work closely with IIE team members located in Myanmar and worldwide including the Washington, DC and Bangkok, Thailand offices on program activities, budgeting, compliance, reporting, and other project-related issues.

**The Institute of International Education (“IIE”) has a hybrid work environment that allows team members a combination of in-office work and telework at any of the locations listed above.**

**Job Requirements****Education and Work Experience:**

- Requires a bachelor's degree and at least eight (8) years of related experience, or an equivalent combination of education and experience.

**Knowledge, Skills and Abilities:**

- At least seven (7) years of experience working on scholarship or higher education programs.
- Bachelor's degree in a relevant field such as education or international development required. Master's degree preferred.
- Significant experience developing scholarship processes and procedures. Preference for USAID-funded programs.
- Strong knowledge of Burmese educational landscape and current operating environment.
- Excellent verbal and written communication in English required and Burmese preferred.
- Excellent project management and organizational skills; must be accurate and follow through on assignments.
- Experience in management roles on USAID or other international donor programs required; previous DCOP experience preferred.
- Experience working in Myanmar or similar Southeast Asian and South Asian countries is required.
- Experience and ability to establish solid working relationships with multiple stakeholders including USAID, Burmese and regional education institutions, non-profits, scholars, staff, and other stakeholders.

**Work Conditions & Physical Demands:**

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IIE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.