



**ADRA MADAGASCAR is recruiting:**

- Chief of Party
- Deputy Chief of Party (Finance and Administration Lead)
- Monitoring and Evaluation (M&E) Lead
- Gender, Youth & Social Inclusion Director
- Agriculture and Market Systems Lead
- Capacity Development Officer

Detailed job descriptions are available from ADRA offices and on our website

[www.adra.mg/careers/jobs/](http://www.adra.mg/careers/jobs/)

Applications must include a covering letter, a detailed CV, copies of diplomas and certificates and references.

The application with the reference 'FTF - the name of the post you are applying for' should be sent as a single PDF file to [recrutement@adra.mg](mailto:recrutement@adra.mg) .

Only selected candidates will be invited to attend.

**Deadline for applications: Monday 27 January 2025 at 8 a.m.**

## ADRA - Job Description

**Title:** Chief of Party

**Reports to:** USAID and ADRA administration

**Level:** Experienced

**Job Location:** Adventist Development & Relief Agency, Antananarivo, Madagascar

**Travel:** Up to 50%

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The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist Church that demonstrates God's love and compassion. ADRA works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action.

The successful candidate must understand, respect and honor the mission, purpose and identity of ADRA.

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### SUMMARY

ADRA is seeking a Chief of Party (CoP) for an anticipated USAID-funded Feed the Future activity in Madagascar. The activity aims to improve food security, increase the income of smallholder farmers, and support broader economic growth by increasing agriculture and livestock productivity; enhancing efficiency of productive resources (land, water); and introducing modern production practices. The activity will also ensure farmers have access to quality inputs, technologies, information, credit, and financial services, and that they meet market quality standards. ADRA has implemented humanitarian and development activities in Madagascar for 32 years with funding from major international donors, including USAID. As CoP, your strategic vision, leadership, and adaptive management will deliver results while expanding ADRA's position as a leader of economic growth programming in Madagascar. You will have overall leadership and management responsibility for the implementation of the activity and be the key decision-maker for solving problems and ensuring the success of the activity. You will report to ADRA International and to ADRA Madagascar as needed.

This position is contingent upon receipt of funding and requires donor approval.

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## **PRE-REQUISITES**

### **Required**

- Advanced degree (master's or higher) in development studies, international relations, agriculture, nutrition, business administration, or related field; two additional years of applicable experience can substitute for a master's degree.
- Minimum of 10 years of progressively increasing management responsibility in international development projects, with at least five years of senior project management experience directly supervising professional and support staff; previous experience as a Chief of Party or Deputy Chief of Party is highly desirable.
- Proven leadership skills managing projects of a similar size and scope in developing countries, including experience effectively managing USAID development activities.
- Demonstrated experience recruiting, developing, mentoring, and managing staff, as well as experience managing programmatic and financial reporting.
- Experience managing consortiums and relationships with international and local partners at the field level. Demonstrated ability to build and maintain relationships with host governments, donors, other donor-funded projects and stakeholders, local organizations, and partners.
- Expertise in agriculture-led economic growth, monitoring and evaluation, and financial management. Understanding and demonstrated commitment to the importance of gender and youth issues in economic growth programming and within staff and management of the activity.
- Demonstrated experience in adaptive management and learning techniques is highly encouraged.
- Mastery of USAID rules and regulations.
- Written and spoken command of English. French language is strongly preferred.
- Experience managing USAID cooperative agreements.

### **Preferred**

- Knowledge or understanding of social, economic, cultural and political context in Madagascar.

- Direct experience in Madagascar.
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### **BEHAVIORAL COMPETENCIES (Some samples below)**

- **Leading and Supervising** - Provides others with a clear direction; motivates and empowers others; recruits staff of a high caliber; provides staff with development opportunities and coaching; sets appropriate standards of behavior, gives regular feedback.
  - **Relating and Networking** - Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humor appropriately to bring warmth to relationships with others.
  - **Creating and Innovating** - Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.
  - **Planning and Organizing** - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.
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### **RESPONSIBILITIES**

1. Provide activity vision, strategic planning, direction, leadership and management; lead the preparation of work plans; and monitor activity progress and timely delivery of all reporting and deliverables, ensuring performance quality and compliance with USAID and ADRA requirements.
2. Represent ADRA as the primary liaison with USAID/Madagascar, activity partners, key local stakeholders, NGOs, the ADRA
3. Communicate on behalf of ADRA International and ADRA Madagascar, including maintaining appropriate communication and consultation.
4. Ensure appropriate coordination of all sub-awards or sub-contracts, including supporting management of partners and ensuring reporting and compliance with donor regulations, ADRA policies and requirements, and host country legislation and regulations.

5. Recruit, supervise, and coach senior talent for the activity; identify and facilitate opportunities for staff professional development; and provide technical assistance to activity staff as needed.
  6. Monitor activity financial management, reporting and transactions to meet the highest standards of accountability.
  7. Coordinate activities for monitoring, evaluation, learning, and reporting to continuously improve activity design and implementation; oversee drafts and reviews of quarterly and annual reports; manage mid-term and final evaluation processes, following up on any errors in implementation with a correction plan as needed; and coordinate refine and implement (R&I) year activities.
  8. Develop and maintain a safe environment that encourages the sharing of problems, ideas, and solutions, and efficiently and effectively adapt approaches to appropriately respond to feedback.
  9. Perform other duties as assigned.
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## **TRAVEL**

Up to 50% domestic and international travel required. Must have the ability to travel at short notice if necessary. Travel within Madagascar dependent upon security conditions.

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## **MENTAL/EMOTIONAL REQUIREMENTS:**

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, network employees, donors and the public in a professional and pleasant manner.

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## **APPLICATION**

Qualified national and international candidates are encouraged to apply.

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## ADRA - Job Description

**Title:** Deputy Chief of Party (Finance and Administration Lead)

**Reports to:** Chief of Party

**Level:** Experienced

**Job Location:** Adventist Development & Relief Agency, Antananarivo, Madagascar

**Travel:** Up to 50%

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The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist Church that demonstrates God's love and compassion. ADRA works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action.

The successful candidate must understand, respect and honor the mission, purpose and identity of ADRA.

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### SUMMARY

ADRA is seeking a Deputy Chief of Party (DCOP) for an anticipated USAID-funded Feed the Future activity in Madagascar. The activity aims to improve food security, increase the income of smallholder farmers, and support broader economic growth by increasing agriculture and livestock productivity; enhancing efficiency of productive resources (land, water); and introducing modern production practices. The activity will also ensure farmers have access to quality inputs, technologies, information, credit, and financial services, and that they meet market quality standards. ADRA has implemented humanitarian and development activities in Madagascar for 32 years with funding for major international donors, including USAID. As DCOP, you will provide oversight of finance and administration, working alongside the Chief of Party to maintain the activity's administrative and financial operations. You will supervise senior finance and administration staff to solve problems, proactively find solutions to implementation challenges, and ensure best practices and ADRA procedures are followed.

This position is contingent upon receipt of funding and requires donor approval.

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## **PRE-REQUISITES**

### **Required**

- Master's degree, or higher, in economics, business administration, public administration, international development, or a related field.
- 7+ years of relevant, increasing management and leadership responsibility for multi-year development programs funded by USAID or similar donors
- Proven leadership skills directly developing, leading, mentoring, and motivating diverse and talented technical teams that work effectively and collaboratively.
- Experience managing cooperative agreements in dynamic, conflict settings.
- Strong interpersonal skills with the ability to engage, network with, and build consensus among a wide range of stakeholders, including senior government officials, NGOs (local and international), community leaders, representatives of civil society, the private sector, and US Government partners.
- Demonstrated capacity to lead the collection, analysis, and utilization of information to continuously identify opportunities to improve activity performance toward food, nutrition, and economic (FNES) security and agriculture-led economic growth outcomes; inform activity management decision-making and implement improvement measures; and ensure follow-through on prior recommendations.
- Knowledge and familiarity with USAID funding.
- Excellent written and oral communication skills.
- Excellent computer skills, including Microsoft Office suite.
- Written and spoken command of English. French language is strongly preferred.

### **Preferred**

- Professional experience delivering development programming in Madagascar.
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## **BEHAVIORAL COMPETENCIES**

- **Deciding and Initiating Action (1.1)** - Makes prompt, clear decisions which may involve tough choices or considered risks.



- **Leading and Supervising (1.2)** - Provides others with a clear direction; sets appropriate standards of behavior.
  - **Planning and Organizing (6.1)** - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances.
  - **Persuading and Influencing (3.2)**- Makes a strong personal impression on others; gains clear agreement and commitment from others.
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## **RESPONSIBILITIES**

- Assist the Chief of Party in all aspects of activity implementation, including leadership, technical direction, and management oversight for activity activities and results.
- In collaboration with the Chief of Party, ensure high-quality technical programming through hands-on staff supervision and partner support grounded in the program's strategic objectives and adhering to expected technical quality and reporting requirements.
- Develop and maintain a safe environment that encourages the sharing of problems, ideas, and solutions, and efficiently and effectively adapt approaches to appropriately respond to feedback while respecting and prioritizing the needs of communities, especially the most vulnerable.
- Provide strategic oversight for the activity's administrative and financial operations through an integrated vision, and a commitment to Collaboration, Learning and Adaptation (CLA) and continuous improvement of quality.
- Supervise staff to implement the activity and ensure interventions are on track and are delivered on schedule and on budget.
- Work closely with the Monitoring and Evaluation Lead and the Strategic Learning Advisor to ensure robust M&E and learning systems that facilitate evidence-based adaptive management and feedback loops that inform activity implementation and support financial and administrative field staff.
- Ensure quarterly and annual reports are produced and delivered on time and in high-quality reports which meet donor and support agencies requirements.
- Ensure systematic and effective implementation of the program through regular field visits to all field offices, activity locations, and implementing corrective measures as needed.

- Represent the program and ADRA in meetings with local authorities, private and public sector stakeholders, and partners, as requested by the COP.
  - Oversee the activity's teams, develop team members' capacity, deepen understanding of their roles and assist with career development.
  - Create and maintain systems to ensure effective and transparent use of financial resources for timely and informative reporting in line with program, donor and ADRA's needs.
  - Temporarily assume COP management and leadership responsibilities when he/she is absent.
  - Perform other duties as assigned.
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## **TRAVEL**

Up to 50% domestic and international travel required. Must have the ability to travel at short notice if necessary. Travel within Madagascar dependent upon security conditions.

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## **MENTAL/EMOTIONAL REQUIREMENTS:**

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, network employees, donors and the public in a professional and pleasant manner.

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## **APPLICATION**

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## ADRA - Job Description

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**Title:** Monitoring and Evaluation (M&E) Lead

**Reports to:** Chief of Party

**Level:** Experienced

**Job Location:** Adventist Development & Relief Agency, Antananarivo, Madagascar

**Travel:** Up to 50%

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### SUMMARY

ADRA International is seeking a Monitoring and Evaluation (M&E) Lead for an anticipated USAID-funded Feed the Future activity in Madagascar. The activity aims to improve food security, increase the income of smallholder farmers, and support broader economic growth by increasing agriculture and livestock productivity; enhancing efficiency of productive resources (land, water); and introducing modern production practices. The activity will also ensure farmers have access to quality inputs, technologies, information, credit, and financial services, and that they meet market quality standards. ADRA has implemented humanitarian and development activities in Madagascar for 32 years with funding for major international donors, including USAID. As M&E Lead, your knowledge and experience will provide technical expertise and leadership to generate and analyze quality evidence and data through monitoring, assessments, and evaluations. The M&E Lead will have overall management responsibility to oversee M&E activities including but not limited to M&E staff, coordinate and supervise monitoring and evaluation activities and ensure the success of the activity.

This position is contingent upon receipt of funding and requires donor approval.

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## **PRE-REQUISITES**

### **Required**

- Advanced degree (master's or higher) in a quantitative field, (economics, agricultural/development economics, statistics, biostatistics, nutrition, applied sociology or other relevant subject) with significant training in quantitative and qualitative methods.
  - Minimum of 7 years of experience in leading the M&E of multi-year development or resilience awards.
  - Experience in using and designing electronic data collection platforms including kobo tool, ODK etc.
  - Well experienced in designing, developing, and conducting data quality assessments according to USAID data quality assessment requirements, data management and data visualization; including proficiency in database development/management, SPSS, Stata, Access, and skills in analyzing, interpreting and communicating information to various stakeholders including USAID and ADRA International.
  - Demonstrated experience building or strengthening monitoring and evaluation systems, conducting quantitative and qualitative analysis, designing survey methodology, and promoting evidence-based program management.
  - Demonstrated experience in leading the M&E of a large multi-year development award; knowledge about TOCs, logic models, food and nutrition security indicators, M&E plans, data quality assurance, data utilization, and gender & youth integration into M&E.
  - Demonstrated experience in developing and operationalizing a comprehensive M&E plan.
  - Well versed with the USAID reporting requirements and ability to quality progress and evaluation reports.
  - Demonstrated ability to network and engage with necessary stakeholders.
  - Knowledge and familiarity with USAID funding including M&E requirements.
  - Knowledge and familiarity of working with Madagascar context is a plus
  - Written and spoken command of English. French language is strongly preferred.
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## BEHAVIORAL COMPETENCIES

- **Leading and Supervising** - Provides others with a clear direction, motivates and empowers others; recruits staff of high caliber; provides staff with development opportunities and coaching; sets appropriate standards of behavior, gives regular feedback.
  - **Relating and Networking** - Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humor appropriately to bring warmth to relationships with others.
  - **Creating and Innovating** - Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.
  - **Planning and Organizing** - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.
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## RESPONSIBILITIES

1. Lead the M&E component and strategies for the activity.
2. Lead and design, implementation and revise the activity's TOC and Logical Framework.
3. Identify performance indicators including USAID-required and required if applicable indicators and tools to inform USAID, activity leadership and ADRA International about the progress towards the program objectives and encourage management to integrate them into the activity design.
4. Develop report templates and formats as well as the schedule for reporting.
5. Lead and provide guidance in designing mixed methods measurements such as baselines and evaluations and effectively promote evidence-based program management.
6. Provide technical expertise and provide input to senior leadership for activity adaptation based on key learnings.
7. Provide guidance on designing studies and develop instruments to ensure quality of data collected, processed and analyzed.

8. Provide strategic feedback, analysis and interpretation of data and information throughout the program startup and implementation processes.
9. Lead the development of M&E plans, frameworks, indicators, and develop tools and processes.
10. Support and lead assessments, surveys, case studies and other impact assessments.
11. Provide technical support and training to the activity team on sound M&E procedures and practices and support them in the implementation of assessments, diversity analysis, stakeholder analysis, organizational capacity assessments and other program data collection and analysis.
12. Ensure the consistency of indicators and tools across all partners, sector and programs as appropriate, maintaining a bank of key program indicators.
13. Lead the development of quantitative and qualitative surveys including designing the survey SOWs.
14. Leverage lessons learned, best practices, program data, evaluations and other information to communication pieces, proposal annexes, results-based documentation, etc.
15. Lead and develop activity reports including quarterly semiannual and annual reports and activity survey monitoring reports such as annual survey reports.
16. Lead and design activity annual surveys and activity annual reviews.
17. Perform other duties as assigned.

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## **TRAVEL**

Up to 50% domestic and international travel required. Must have the ability to travel at short notice if necessary. Travel within Madagascar dependent upon security conditions.

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## **MENTAL/EMOTIONAL REQUIREMENTS:**

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with

co-workers, supervisors, network employees, donors and the public in a professional and pleasant manner.

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## **APPLICATION**

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## ADRA - Job Description

**Title:** Gender, Youth & Social Inclusion Director

**Reports to:** Chief of Party

**Level:** Experienced

**Job Location:** Adventist Development & Relief Agency, Antananarivo, Madagascar

**Travel:** Up to 50%

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### SUMMARY

ADRA is seeking a Gender, Youth and Social Inclusion (GYSI) Lead for an anticipated USAID-funded Feed the Future activity in Madagascar. The activity aims to improve food security, increase the income of smallholder farmers, and support broader economic growth by increasing agriculture and livestock productivity; enhancing efficiency of productive resources (land, water); and introducing modern production practices. The activity will also ensure farmers have access to quality inputs, technologies, information, credit, and financial services, and that they meet market quality standards. ADRA has implemented humanitarian and development activities in Madagascar for 32 years with funding for major international donors, including USAID. As GYSI Lead, your knowledge and experience will ensure that vulnerable and marginalized populations are considered in targeting approaches. This will be done by making sure that social dimensions of food, nutrition, and economic security (FNES) are addressed effectively during the activity life cycle. This position is contingent upon receipt of funding and requires donor approval.

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## PRE-REQUISITES

### Required

- Advanced degree (master's or higher) in a social sciences discipline such as development studies, international relations, gender studies, or a related field.
- Minimum of 5 years of field/community-based programming experience
- Demonstrated skills in FNES programming, participatory learning and action and facilitating collaborative problem solving and lead action planning.
- Demonstrated understanding of gender equality, youth, and social inclusion factors in the context of Madagascar, including knowledge of related national and global gender, youth, and inclusion frameworks and strategies to support activity implementation
- Demonstrated capacity to lead collection and analysis and utilization of information from a broad range of sources (gender and inclusion analysis).
- Knowledge or understanding of social, economic, cultural and political context in Madagascar and the activity site in the context of FNES programming.
- Must have the ability to foster commitment and build capacity among activity staff and in country stakeholders to ensure gender and youth integration and social inclusion.
- Understand and demonstrate commitment to the importance of gender and youth dynamics in FNES programming
- Knowledge and familiarity with USAID funding.
- Knowledge and experience working with Madagascar context is an advantage.
- Written and spoken command of English. French language is strongly preferred.
- Demonstrated ability to engage key influencers as agents of change and female empowerment preferred.

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## BEHAVIORAL COMPETENCIES

- **Leading and Supervising** - Provides others with a clear direction, motivates and empowers others; recruits staff of high caliber; provides staff with development opportunities and coaching; sets appropriate standards of behavior, gives regular feedback.

- **Relating and Networking** - Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humor appropriately to bring warmth to relationships with others.
  - **Creating and Innovating** - Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.
  - **Planning and Organizing** - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.
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## RESPONSIBILITIES

18. Provide technical leadership in co-designing, planning, implementing and monitoring of gender and youth integration and inclusion strategies across diverse interventions, anticipating and mitigating unintended consequences such as gender-based violence and sexual exploitation and abuse.
19. Develop/oversee the development of GBV protocol and train activity staff on GBV
20. Oversee and conduct gender, youth, and social inclusion analysis and lead development of subsequent activity GYSI strategy; monitor and update activity GYSI strategy
21. Coordinate with program staff to ensure implementation of GYSI strategy in program activities.
22. Support monitoring of gender-related activities and collection of data for gender-related indicators
23. Contribute to reporting, including regular reporting, case studies, and other learning relating to GYSI
24. Provide technical assistance and capacity strengthening to activity staff, partners, ministry officials, CSOs, etc. Train and on-board activity staff on GYSI principles, the GYSI strategy, and related activity policies and priorities
25. Actively participate in the hiring and supervision of activity staff to ensure equitable recruitment and hiring practices and employee accommodations are applied throughout the activity lifecycle.

26. Perform other duties as assigned.

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### **TRAVEL**

Up to 50% domestic and international travel required. Must have the ability to travel at short notice if necessary. Travel within Madagascar dependent upon security conditions.

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### **MENTAL/EMOTIONAL REQUIREMENTS:**

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, network employees, donors and the public in a professional and pleasant manner.

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### **APPLICATION**

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## ADRA - Job Description

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**Title:** Agriculture and Market Systems Lead

**Reports to:** Chief of Party

**Level:** Experienced

**Job Location:** Adventist Development & Relief Agency, Antananarivo, Madagascar

**Travel:** Up to 50%

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The successful candidate must understand, respect and honor the mission, purpose and identity of ADRA.

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### SUMMARY

ADRA International is seeking an Agriculture and Market Systems Lead for an anticipated USAID-funded Feed the Future activity in Madagascar. The activity aims to improve food security, increase the income of smallholder farmers, and support broader economic growth by increasing agriculture and livestock productivity; enhancing efficiency of productive resources (land, water); and introducing modern production practices. The activity will also ensure farmers have access to quality inputs, technologies, information, credit, and financial services, and that they meet market quality standards. ADRA has implemented humanitarian and development activities in Madagascar for 32 years with funding from various sources, including major international donors such as USAID. As Agriculture and Market Systems Lead, your strategic vision, leadership, and adaptive management will deliver results while expanding ADRA's position as a leader of economic growth programming in Madagascar. You will be responsible for technical oversight and management for the three objectives of the activity: enhancing resilience and livelihoods; increasing food security through sustainable agricultural production; and strengthening agricultural value chains, market linkages, and agribusiness.

This position is contingent upon receipt of funding and requires donor approval.

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## PRE-REQUISITES

### Required

- Master's degree in business, agriculture, agribusiness, agronomy or related field
  - Minimum of 5 years of experience in technical and managerial roles, with increasing responsibility leading to senior level expertise. USAID/other internationally funded project management experience is highly preferred.
  - Demonstrated experience leading large-scale, agriculture and market systems Development programs intended to improve household food security, nutrition, and resilience through increased agricultural productivity, market linkages, and inclusive, agriculture-led economic growth.
  - Demonstrated experience working with, and addressing barriers within, agricultural market systems, input and output markets, seed systems; as well an understanding of behavioral constraints (regulatory, cultural, operating environments) to implementing agriculture interventions.
  - Demonstrated experience creating effective private sector linkages that create sustainable win opportunities for the businesses and activity participants. Understanding of improved agricultural production and productivity, input and output marketing technologies, integrated pest management, climate smart agriculture, conservation agriculture, irrigation post-harvest handling, and/or market information systems.
  - Prior experience connecting value chain stakeholders with financial institutions for access to credit and other financial services.
  - Experience working in Madagascar preferred.
  - Demonstrated ability to network and engage with a wide range of stakeholders.
  - Knowledge and familiarity with USAID funding and award compliance.
  - Written and spoken command of English. French language is strongly preferred.
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## BEHAVIORAL COMPETENCIES

- **Leading and Supervising** - Provides others with a clear direction; motivates and empowers others; recruits staff of a high caliber; provides staff with

development opportunities and coaching; sets appropriate standards of behavior; give regular feedback.

- **Presenting and Communicating Information** - Speaks clearly and fluently; expresses opinions, information, and key points of an argument clearly.
- **Formulating Strategies and Concepts** - Works strategically to realize organizational goals; sets and develops strategies.
- **Planning and Organizing** - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

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## **RESPONSIBILITIES**

27. Provide leadership, management, and supervision of the technical team focused on agricultural production, agribusiness, market linkages, and value chain development to achieve activity objectives and outcomes.
28. Provide technical guidance and oversight of agriculture and inclusive agriculture-led growth programming to improve food, nutrition, and economic security through agricultural production and household resilience.
29. Manage activity interventions and livelihood strategies/approaches that lead to livelihood resilience and diversification, market linkages, and private sector engagement.
30. Ensure that national, donor, and global production and market standards are adhered to through activity reviews, site visits and dialog with private sector stakeholders
31. Create initiatives for inclusive agriculture and market systems development that create opportunities for women, youth and persons with disabilities.
32. Develop tools for successful implementation, monitoring and reporting of related interventions
33. Develop/update technical strategies, standard and protocols relating to the activity
34. Document and report on any learning or best practices identified during the activity interventions

35. Manage collaborating, learning, and adapting approaches that apply learning and best practices that promote adaptive activity management, collaboration with the government of Madagascar, and other USAID and donor activities.
  36. Prepare relevant technical reporting and planning documents as needed.
  37. Communicate with the activity team and ADRA International team any successes and issues that arise during the execution of the activity.
  38. Perform other duties as assigned.
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## **TRAVEL**

Up to 50% domestic and international travel required. Must have the ability to travel at short notice if necessary. Travel within Madagascar dependent upon security conditions.

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## **MENTAL/EMOTIONAL REQUIREMENTS:**

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, network employees, donors and the public in a professional and pleasant manner.

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## ADRA- Job Description

**Title:** Capacity Development Officer

**Reports to:** Chief of Party

**Level:** Experienced

**Job Location:** Adventist Development & Relief Agency, Antananarivo, Madagascar

**Travel:** Up to 50%

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### SUMMARY

ADRA is seeking a Capacity Development (CD) Officer for a prospective USAID-funded Feed the Future project in Madagascar. The activity aims to improve food security, increase the income of smallholder farmers, and support broader economic growth by increasing agriculture and livestock productivity; enhancing efficiency of productive resources (land, water); and introducing modern production practices. The activity will also ensure farmers have access to quality inputs, technologies, information, credit, and financial services, and that they meet market quality standards. ADRA has implemented humanitarian and development activities in Madagascar for 32 years with funding for major international donors, including USAID. This position will be based in Antananarivo, Madagascar with potential for occasional travel throughout the country.

The Capacity Development Officer will support the Project's strategy for strengthening the capacity of local partners and leading the development and realization of local organizations' resource mobilization and sustainability strategies. The incumbent will provide technical assistance to civil society organizations, with an emphasis placed on leveraging local expertise. Specifically, the CD Officer will monitor implementation of capacitation activities by mentoring technical teams,



facilitating assessments, and ensuring adherence to targets, timelines, budget management and achievement of objectives.

This position is contingent upon receipt of funding and requires donor approval.

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## **PRE-REQUISITES**

### **Required**

- Master's degree, or higher, in economics, business administration, public administration, international development, or a related field.
- 7+ years of relevant, increasing management and leadership responsibility for multi-year development programs funded by USAID or similar donors
- Proven leadership skills directly developing, leading, mentoring, and motivating diverse and talented technical teams that work effectively and collaboratively.
- Experience managing cooperative agreements in dynamic, conflict settings.
- Strong interpersonal skills with the ability to engage, advise, collaborate, and build consensus with a diverse set of local stakeholders, including private entities, government officials, NGOs (local and international), community leaders, representatives of civil society, and US Government partners.
- Demonstrated capacity for strengthening the capacity of local partners and leading the development and realization of local organizations' resource mobilization and sustainability strategies - especially for USAID-funded projects.
- Knowledge and familiarity with USAID funding.
- Excellent written and oral communication skills.
- Excellent computer skills, including Microsoft Office suite.
- Written and spoken command of English. French language is strongly preferred.

### **Preferred**

- Professional experience leading strategic capacity development efforts in Madagascar, in support of market-centered food security initiatives and objectives.
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## BEHAVIORAL COMPETENCIES

- **Deciding and Initiating Action (1.1)** - Makes prompt, clear decisions which may involve tough choices or considered risks.
  - **Leading and Supervising (1.2)** - Provides others with a clear direction; sets appropriate standards of behavior.
  - **Planning and Organizing (6.1)** - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances.
  - **Persuading and Influencing (3.2)**- Makes a strong personal impression on others; gains clear agreement and commitment from others.
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## RESPONSIBILITIES

Contribute to the implementation of a comprehensive and adaptive capacity development strategy to strengthen the organizational and technical capacity of local partners.

Support the development, implementation, and monitoring of Feed the Future (FTF) activities in close alignment and coordination with activities across the project.

Provide written inputs and/ contribute to the development of tools required to monitor the implementation and monitoring of project capacity development activities.

Foster strong collaboration and coordination with the grants management team to integrate capacity development into all aspects of project implementation and with all subrecipients/subawardees, as needed.

Directly implement capacity and performance assessments of partners/subgrantees and support the development of Institutional Strengthening Plans for partner/subgrantees.

Oversee the development, implementation, and monitoring of capacity development plans for local partners to enhance achievement of expected program objectives, intermediate results, and sub-intermediate results.

Support high-quality technical programming through participatory methodologies, co-creation, and contextualization, as per ADRA's capacity development overarching principles, approaches, and tools.

As feasible, conduct regular field visits to provide technical support, capacity development, mentorship, or coaching to subrecipients/subawardees.

Create and maintain a productive and cohesive peer learning and collaboration environment among partners.

All other duties as assigned.

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## **TRAVEL**

Up to 50% domestic and international travel required. Must have the ability to travel at short notice if necessary. Travel within Madagascar dependent upon security conditions.

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## **MENTAL/EMOTIONAL REQUIREMENTS:**

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, network employees, donors and the public in a professional and pleasant manner.

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## **APPLICATION**

Qualified national and international candidates are encouraged to apply.

The application with the reference 'FTF- the name of the post you are applying for' should be sent as a single PDF file to [recrutement@adra.mg](mailto:recrutement@adra.mg)