

MILLAR CAMERON

MENNONITE ECONOMIC
DEVELOPMENT
ASSOCIATES (MEDA)
DEPUTY CHIEF OF PARTY

PEOPLE . PASSION . PERSISTENCE



ABOUT *MEDA*

Mennonite Economic Development Associates (MEDA) is an international economic development organization that creates business solutions to poverty.

The Mastercard Foundation, MEDA and a consortium of partners are preparing to launch a new Fund of Funds, investing in gender lens investment vehicles across Sub-Saharan Africa with a focus on first time and emerging fund managers. The initiative will catalyze and accelerate the growth of small and medium-sized enterprises (SMEs) across Africa, with the

goal of creating work opportunities for young people – particularly young women – and building long-term economic resilience on the continent. The Fund of Funds will work with partners across the region to deliver access to capital and non-financial resources to support investment vehicles that have a high potential for job creation through their investment in entrepreneurs and emerging businesses. The initiative will also include a significant Business Development Services platform that will benefit both SMEs and investment vehicles.

DEPUTY CHIEF OF PARTY *MEDA*



THE LOCATION

PREFERENCE TO BE BASED OUT OF ACCRA, GHANA



DEPUTY CHIEF OF PARTY *MEDA*

THE ROLE: DEPUTY CHIEF OF PARTY

MAIN RESPONSIBILITIES:

Mennonite Economic Development Associates (MEDA) invites applications for a Deputy Chief of Party for an anticipated 5-year Impact Investment and Business Support Services initiative targeting medium to high growth SMEs in 7 countries in East and West Africa.

The project will be delivered through a consortium of partner organizations based in North America, Europe, and Africa.

TITLE:

DEPUTY CHIEF OF PARTY

REPORTING TO:

CHIEF OF PARTY

LOCATION:

PREFERENCE FOR ACCRA, GHANA

TRAVEL:

WILLINGNESS TO TRAVEL

THE ROLE: DEPUTY CHIEF OF PARTY

DIMENSIONS OF THE ROLE:

Representing MEDA and reporting to the Chief of Party, the Deputy Chief of Party (DCOP) will be responsible for supporting all technical, financial, and operational aspects of the initiative. The DCOP will:

- In collaboration with the Chief of Party, facilitate the management of the MEDA-led YAW FOF Consortium (Fund Management Partner(s), Business Support Services Partner(s), and Learning/Knowledge Management partner) and ensuring that the overall program objectives are achieved and contractual obligations are met on time and within budget
- Monitor the investment pipeline, SME and portfolio performance, returns and compliances, through on-site visits, third party reporting, and verification and analysis of data from relevant stakeholders
- Play a strategic and supporting role in the coordination of all program activities across all relevant parties, including the donor and other stakeholders involved in the program
- Support the operations committee to discuss and communicate strategies, obstacles, performance plans, operational aspects, resolve problems, ensure administrative and legal compliances, and provide regular updates to the Investment and Steering Committees
- Ensure that the program is implemented in accordance with funding agreements, policies and procedures of MEDA, legal and tax jurisdiction requirements, and internationally recognized quality of standards (financial due diligence) in the field of social investments
- Provide strategic intelligence and ensure its effective utilization in design and execution of the initiative
- Support the management of a team of professionals and support staff in a matrix environment; plan and prioritize work activities and assignments to meet overall objectives of the program and establishing excellent communication with internal (within MEDA, with other global offices of MEDA and consortium partners) and external stakeholders (donor(s), Governments, recipients, etc.)
- Implement mechanisms that ensure the rapid deployment and integrity of program funds, such as dedicated program and operational units, standard operating procedures based on MEDA's operating policies and processes, financial information management system, risk management, audit, monitoring & evaluation, reporting to stakeholders, etc
- Support strategic and operational leadership and direction to program implementation team
- Assist the learning partner in their interconnected role with all consortium partners, ensure the learning agenda, data collection and knowledge mobilization are fully integrated in this pilot and geared towards the proof of concept by year three and production of a replicable prototype by year five
- Implement, review, and monitor in coordination with key program staff, yearly work and performance plans to ensure priorities are on track
- Recruit, hire, and manage staff and consultants as needed, following MEDA's human capital policies and guidelines
- Collaborate with and maintain active and responsive relationships with all key stakeholders, including government officials, consortium members, MCF representatives, etc

SKILLS AND QUALIFICATIONS:

To apply for this role, please ensure that you have the following skills and experience:

Education

Master's degree in business administration and management or a professional accounting designation, such as CA, CGA, CMA and CPA.

Experience

A minimum of 10 years of progressively responsible experience in business administration, project management, finance and accounting in international development sector, of which, a minimum 5 years of relevant work experience (Impact/Social/Blended Investment, Small-Medium Enterprise growth initiatives), within a multilateral, civil society

organization or donor in a multi-cultural and multi-agency consortium setting, and, 3 or more years of progressive responsibilities in fund/grants management.

Skills and abilities

- Demonstrated outstanding leadership, effective organizational development, partnership-building, managerial, team-building, problem solving and communications skills
- Proven ability to coordinate and deliver in a complex multi stakeholders – multi-cultural setting involving donors, governmental and non-governmental organizations, private sector organizations and civil society organizations

- Proven ability to manage large (USD\$50+ Million) integrated grant-funded projects in developing countries
- Proven track record in leading culturally and generationally diverse teams and must be able to engage with staff at all levels of the organization and exercise sound judgement
- Must be fluent in English, fluency in French will be an asset

Please send your CV and contact details to Tom Jeffes or Oliver Rumsey who will contact you to discuss your application in more detail.



Contact: Tom Jeffes

Email: tom.jeffes@millarcameron.com
Phone: +44 2038 000 304



Contact: Oliver Rumsey

Email: oliver.rumsey@millarcameron.com
Phone: +44 2038 000 306



WHO ARE MILLAR CAMERON

FINDING THE PEOPLE WHO MAKE THE DIFFERENCE

A SEAMLESS JOURNEY

Founded in 2007, Millar Cameron is an executive and professional search consultancy that focuses on Africa and other emerging markets.

Our goal is to provide client-centric, tailored executive search, recruitment and strategic advisory. Our international reach paired with local market knowledge enables us to provide our clients outstanding leaders who deliver consistent results, irrespective of geography.

We employ a rigorous research driven search process to identify the best fit for our clients, taking into account both hard and soft skill sets.

Our extensive experience yields a robust approach to market intelligence and a longstanding network of global relationships.



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OXFORD

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