



JOB ADVERTISEMENT

ADRA DRC -PROJECT – Chief of Party/ Program Director /001/RH/08 - 26

POSITION TITLE: **Chief of Party / Program Director – Integrated Health Program**

NUMBER OF POSITIONS: **01**

DUTY STATION: **Democratic Republic of the Congo (Specific location to be determined)**

CONTRACT TYPE: **Fixed-Term Contract (FTC)**

REPORTS TO: **Country Director**

VACANCY ANNOUNCEMENT DATE: **August 5, 2026**

APPLICATION DEADLINE: **August 20, 2026**

POSITION STATUS: **Open to National and International Candidate**

VACANCY ANNOUNCEMENT SUBJECT TO FUNDING APPROVAL

1. ABOUT ADRA

ADRA is a humanitarian organization working with people living in poverty and distress to create justice and positive changes through empowered partnerships and responsible action.

ADRA is present in 120 countries and serves people with justice, compassion, and love. ADRA has been present in the Democratic Republic of the Congo (DRC) since 1994. Its programs are supported by USAID, UNFPA, Global Fund, UNICEF, BMZ etc. ADRA DRC is undertaking programs in (DRC) in the fields of health, child protection, education, non-food item and food distribution, cash assistance, and livelihoods programming. Our work in these challenging settings gives rise to some of the most pressing issues facing contemporary humanitarian action, including questions of access, security, funding, and coordination.

2. POSITION SUMMARY

ADRA DRC is seeking a passionate, committed, and experienced Chief of Party (COP)/Program Director who embodies our core values of connectedness, courage, and compassion.

The Chief of Party (COP)/Program Director provides overall strategic, technical, and operational leadership for a multi-year, multi-sector integrated health program encompassing TB, HIV/AIDS, Malaria, Maternal, Newborn & Child Health (MNCH), nutrition, and other infectious diseases. The role ensures high-quality program delivery, strong partner coordination, compliance with donors' regulations, and alignment with national health priorities across the country context. The COP serves as the primary representative to the donor, government counterparts, and implementing partners

3. KEY RESPONSABILITIES

Program Leadership & Strategy

- Provide vision, direction, and oversight for integrated health interventions, ensuring coherence across TB, HIV/AIDS, Malaria, MNCH, nutrition, and infectious disease components.



- Lead annual work planning, target setting, and adaptive management aligned with national strategies and donors regulations priorities.
- Represent the program to government ministries, donors, partners, and community stakeholders.

Technical Oversight

- Ensure evidence-based, high-impact technical approaches across all health components.
- Guide development and implementation of quality improvement strategies, clinical standards, and community-based models.
- Promote integration of services, cross-cutting approaches, and health systems strengthening.

Finance & Compliance

- Oversee program budgeting, financial forecasting, and expenditure tracking to ensure alignment with donors' regulations and NGO policies.
- Ensure strong internal controls, risk management, and compliance with donor reporting requirements.
- Work closely with finance teams to monitor burn rates, pipeline, and cost-share obligations.

Operations & Administration

- Supervise operational systems, including procurement, logistics, HR, and sub-award management.
- Ensure timely recruitment, onboarding, and performance management of staff and consultants.
- Oversee partner management, ensuring compliance, capacity building, and effective coordination.

Monitoring, Evaluation & Learning (M&E)

- Provide supervision and support to the M&E manager to ensure robust M&E systems for data collection, analysis, and reporting across all program components.
- Promote data-driven decision-making, learning agendas, and documentation of best practices.
- Ensure timely submission of high-quality reports to the donor and government.

Stakeholder Engagement & Coordination

- Maintain strong relationships with Ministries of Health, local government authorities, implementing partners, and community organizations.
- Coordinate with Donor agencies, technical working groups, and other donors to ensure alignment and avoid duplication.
- Represent the program in national and regional forums.

4. PROFILE – REQUIRED QUALIFICATIONS AND SKILLS

- A medical degree or master's degree or higher in Public Health, Health Systems, Business Administration, International Development, or a similar field is required.
- 10 years of demonstrated experience in implementing, leading, and managing large health initiatives in the Central and East African context is required.
- Familiarity with and expertise in overseeing financial and contractual management aspects of project management are crucial, requiring outstanding organizational skills.
- At least 7 years of prior experience as a COP, Deputy COP, or equivalent on a USG/EU/etc.-funded project is required.



- Experience overseeing the development and implementation of M&E and knowledge management strategies relevant to international public health projects.
- Experience overseeing sub-awardees to achieve project results.
- Demonstrated experience leading diverse teams to achieve successful project implementation, financial management, and reporting.
- Experience collaborating and coordinating with local and national host government agencies and aligning program activities and results with national strategies.
- Excellent diplomacy skills and a proven ability to establish and maintain interpersonal and professional relationships with regional/district governments, representatives from other key stakeholders (such as NGOs, CSOs, etc.), and the private sector.
- Demonstrated ability to operate at advanced levels of authority and accountability for achieving results.
- Awareness of donors regulations cooperative agreements, and the related policies, procedures, and regulations; deep understanding of donors regulations compliance requirements and evidence of experience in their application.
- Proven technical expertise in a range of effective capacity development methods, including curriculum or assessment tools design and organizational capacity development.
- Previous experience working with local partners, organizations, and institutions.
- In-depth knowledge of donors regulations rules and regulations, policies, and procedures.
- Knowledge of the Government of DRC rules and regulations.
- Demonstrated expertise in at least two of the program's technical areas (TB, HIV/AIDS, Malaria, MNCH, infectious diseases, and nutrition).
- Strong financial management, compliance, and operational oversight experience.
- Excellent communication, diplomacy, and stakeholder engagement skills.
- English and French professional proficiency, both written and spoken.
- Excellent written and verbal communication and interpersonal skills.
- Attention to detail and accuracy.
- Planning and organizing skills.
- Computer literate with very good working knowledge of Microsoft Office, Word Processing, Spreadsheet, PowerPoint, and email software programs.
- Conformity and respect to the lifestyle and code of conduct of the Agency (ADRA) and of the Seventh-Day Adventist Church.

5. HOW TO APPLY

The application package must include the following documents:

- A cover letter and Curriculum Vitae (CV),
- Copies of academic degrees, training certificates, and employment certificates;
- Three (3) professional references (full name, position/title, relationship to the candidate, email address, and telephone number).

Interested and qualified candidates should submit their application as one single PDF file. The subject line of the email must strictly be: **ADRA DRC – PROJECT – Chief of Party / Program Director /001/HR/08-26**



Applications should be sent to the following email address: ADRADRCRecruit@adradrcongo.org

Failure to comply with these application instructions may result in the disqualification of the application

« FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY »

Done at Kinshasa, on August 5, 2026
P&C – ADRA RD Congo

