



EXTERNAL VACANCY

Haitian Red Cross in collaboration with American Red Cross is looking for

(1) Canaan Deputy Program Manager and Technical Coordinator (National)

Reporting to : Canaan Urban Development Program Manager

Location : Port-au-Prince, Canaan Field Office

Contract duration: 1 year, extendable

Background: The American Red Cross (ARC) International Services Department (ISD) seeks to prevent and alleviate human suffering around the world by responding to disasters; building safer, more resilient communities; and educating future humanitarians. In pursuit of this mission, ARC mounted a major response to assist Haitian communities in the wake of the devastating 2010 earthquake, and the ARC Haiti Assistance Program (HAP) was established to direct that response. Over the past year, HAP has transitioned from a response and recovery mode to a sustainable development approach aimed at enhancing resilience in targeted communities over the longer term.

Program Background:

HAP activities focus on integrated community recovery and preparedness interventions in Haiti working within the Red Cross/Red Crescent network, particularly with the Haitian Red Cross (HRC) and also through external partners.

ARC will be working closely with HRC to support resilient social cohesion in Canaan, in alignment with the Government of Haiti's (GoH) strategic development vision for the area. Canaan is an emerging city developed since the 2010 earthquake that is comprised of several distinct neighborhoods, including Jerusalem, Canaan, Onavil and St. Christophe. Given the unique development history of the zone, the diversity of neighborhoods, and the geographic scale, an innovative approach to community engagement will be required.

This Canaan Social Engagement Program is aligned with the GoH strategic development vision for Canaan and will strongly coordinate with existing actors in Canaan, including existing community structures, local and international NGOs, and the GoH. The Program proposes to support resilient social cohesion through targeting the following four objectives:

- 1) Strengthening community representation structures to improve the community's capacity to dialogue with national and local governments, as well as international organizations.
- 2) Improving community preparedness against, and response to, natural disasters through increased understanding of local natural hazards and risks and response methodologies.
- 3) Improving the local environmental conditions through increasing community understanding of local environmental concerns and supporting the community through small projects.
- 4) Increase the Haitian Red Cross volunteer network for community health and disaster risk reduction.

This Program will be implemented in collaboration with the Haitian Red Cross, follow GoH strategic directives, and coordinate with future development actors to ensure they responsibly engage the communities of Canaan.

Position Background

The Deputy Canaan Program Manager will work in partnership with the Canaan Program Manager Delegate on both managerial and strategic matters to ensure quality program implementation. The Deputy Canaan Program Manager will therefore support the Program Manager Delegate to ensure the program is implemented on time, and adheres to its planned scope and budget; s/he will support the Program Manager Delegate to fulfill program reporting, financial and administrative requirements. The Deputy Program Manager will ensure that important cross cutting issues like gender, youth, accessibility, disaster risk reduction and the environment are incorporated and considered in program activities. S/he will promote quality integration of program component and coordination with other ARC financed efforts in Canaan. The Deputy Canaan Program Manager will maintain good working relationships with strategic partners like HRC and certain GoH institutions.

In order to operationalize program goals, the Deputy Canaan Program Manager will directly manage a team of up to 8 core ARC staff. S/he will report to the Canaan Program Manager Delegate and coordinate heavily with the Sr. Social Mobilization Coordinator and the HRC Canaan Volunteer Coordinator.

The Deputy Canaan Program Manager will have a strong background in effective implementation of complex projects and be motivated to support the communities of Canaan. S/he will be very well organized, accountable to deadlines, and able to work both independently and as part of a team. The Deputy Canaan Program Manager will identify challenges in advance, be flexible to changing conditions, and effectively solve problems as they arise.

Specific Responsibilities

- Support the Canaan Program Manager Delegate to ensure that the program remains on time, scope and budget and complies with minimum reporting, financial and administrative requirements.
- Work closely with the Canaan Program Manager Delegate and Pétion-Ville based support staff to ensure procurement, fleet and security plans are developed and implemented.
- Support the Canaan Program Manager Delegate to establish a field office presence in Canaan, including: identifying appropriate office space, working with Pétion-Ville support staff to ensure it complies to security standards, procuring necessary office equipment and furniture.
- Support the Canaan Program Manager Delegate to ensure that program activities are designed towards achieving the overall program objectives; perform monitoring visits to ensure quality implementation of program activities.
- Manage all training aspects of the Canaan Social Engagement Program, including: identifying and maintaining relevant training partnerships, collaboratively developing curriculum, ensuring proper training logistics, ensure quality of training courses, link graduates of training courses to relevant broader systems (e.g. DPC community intervention teams, HRC volunteer network).
- Manage a team of up to 5 field officers, two disaster risk reduction technical and training specialists and an environmental technical specialist.
- Ensure the Canaan Program Manager Delegate is up to date on program activities and potential program operation and implementation risks.
- Backstop for the Canaan Program Manager Delegate in his/her absence.
- Maintain a relationship with the local, municipal, and national authorities regarding the ARC Canaan Program.
- Represents ARC in relevant internal and external meetings.
- Produce regular written updates and reports on program operations and training activities.
- Learn and build upon the experiences from other ARC programs.
- Effectively collaborate with colleagues: Canaan Program staff, Pétion-Ville support staff, HRC counterparts, etc.

Responsibilities of All Red Cross Core Staff

- Support the realization of overall ARC HAP goals through effective teamwork and occasional cross support to other programs.
- Promote clear and effective communication through regular administrative documentation of work progress.
- Understand and implement the Core Principles of the Red Cross Red Crescent Movement.
- Establish good working relationship with fellow national and international staff.
- Develop a good working relationship with HRC.

Desired Qualifications:

- 5+ years of relevant project management experience, preferably with international organizations.
- Experience in community engagement in urban contexts.
- Bachelor's degree or higher required.
- Proven experience managing large teams and budgets using clear and accountable management tools.
- Prior experience engaging municipal and national government authorities desirable.
- Willingness to work flexible schedules. Proven leadership experience and strong capacity for self-organization.
- French and Haitian Creole fluency required. English proficiency desirable.
- Familiarity with Microsoft Office required.
- Familiarity with the Red Cross Movement desirable.

The American Red Cross is an Equal Opportunity/Affirmative Action Employer.

The rules of conduct form an integral part of this contract and must be signed by the employee upon employment.

Interested candidates should send their Curriculum Vitae with cover letter, all copies of certificates or diplomas, copy of ID card (NIF or CIN), certificate of police record by 5:00 pm, April 10, 2015 at the following addresses:

*Att.: Human Resources : Canaan Deputy Program Manager and Technical Coordinator (National)
American Red Cross Office
22, rue Métellus, Pétion-Ville, Haïti, HT 6110*

Or at : amcrosshrrecruitment@gmail.com

Please notice that only selected candidates will be contacted.