



EXTERNAL VACANCY

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

(1) Cnaan Program Assistant (National)

Reporting to : Cnaan Urban Development Program Manager

Frequent contact with: Environmental Coordinator, Cnaan social mobilization team, ARC Haiti Delegation's Technical Team (Sr. National DRR Specialist, delegates), operations team, ARC field staff and HRC program staff

Location : Port-au-Prince, Cnaan 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:

The American Red Cross (ARC) Haiti Assistance Program (HAP) was established to direct the organization's response to the 2010 earthquake in Haiti. 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 Cnaan, in alignment with the Government of Haiti's (GoH) strategic development vision for the area. Cnaan is an emerging city developed since the 2010 earthquake that is comprised of several distinct neighborhoods, including Jerusalem, Cnaan, 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 Cnaan Social Engagement Program is aligned with the GoH strategic development vision for Cnaan and will strongly coordinate with existing actors in Cnaan, 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.

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 : Grants Coordinator
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

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 **Canaan Program Assistant** will be responsible for supporting the ARC Canaan Program Manager to implement and coordinate the Canaan Urban Development Program. S/he will directly report to and support the Canaan Program Manager, but s/he will also strongly support the Canaan Deputy Program Manager, and provide punctual support to the Sr. Social Mobilization Coordinator and the Sr. Volunteer Coordinator.

Specific duties and accountabilities:

- Work directly with the Canaan Program Manager Delegate, Deputy Program Manager, Sr. Social Mobilization Coordinator, and the HRC senior program staff.
- Support the planning and the organization of all Red Cross Canaan activities (sensitization, training, mitigation, work plans and activities);
- Assist the Canaan Program Manager in the development of daily, weekly and monthly work plans;
- Review, comment and work with program national staff on weekly and monthly reports.
- Assist program staff in coordinating activities and assigning resources.
- Assist in the follow up with other departments on administrative matters and procurement.
- Provide input to the Canaan Program Manager on challenges and successes of on-going activities;
- Advise the Canaan Program Manager of any staff conflicts or concerns, so they can be immediately addressed;
- Daily provide assistance in translating important documents, and in hosting and facilitating meetings with ARC headquarters staff and external partners as needed;
- Participate in workplan reporting;
- Assist and/or plan field visit for external or ARC visitors to project sites;
- Support the verification of Canaan program compliance requirements;
- Assist in compiling performance reports for all managing.

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, skills and experience

College graduated with at least 3 years working experience as administrator, logistician, HR officer and at least 2 years working experience in community-based programs

Strongly skilled in logistics and administration

Training and capacity-building experience

Have analytic and reporting abilities

Be proactive

Strong written and verbal communication skills

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Leadership skills, teamwork and relationship building
Able to prioritize and meet deadlines
Flexible and adaptable to changing working conditions
Advanced skills in computer
Willing and able to travel when required for work purposes
Fluency in written and spoken French
Fluency in written and spoken Creole
Fluency in written and spoken English

The rules of conduct form an integral part of this contract and must be signed by the employee upon employment. This job description supersedes any prior version relative to the incumbent.

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

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 17, 2015 at the following addresses:

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

Or at : amcrosshrrecruitment@gmail.com

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