



INTERNAL / EXTERNAL VACANCY

Program: “Creating opportunities for Youth in Cite Soleil and Martissant”

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

(1) Grants Coordinator (National)

Reporting to: Youth Program Manager

Frequent contact with: ARC Partnership Coordinator, Youth Project Officer, Technical Unit Team, Program Managers, Finance Team, Haitian Red Cross (HRC), the Red Cross and Red Crescent Movement, NGOs, CBOs.

Purpose: 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 and more resilient communities, and educating future humanitarians.

In response to the January 12, 2010 earthquake in Haiti, the American Red Cross (ARC) scaled up its support to the Haitian people in their post-earthquake recovery. ARC has developed and implemented many urban and rural programs/projects to support Haiti to build back better and strengthen the resilience of individuals and communities. ARC implements all programs in partnership with the Haitian Red Cross.

Both ARC and HRC have identified the need to strengthen the engagement of youth in their programs, and prepare them to be Agents of positive change for Haiti’s future development. The program “**Creating opportunities for Youth in Cité Soleil and Martissant**” was developed in order to partner with local, national and international organizations that are working with youth and community-based organizations in Cité Soleil and Martissant on their personal, educational and career development. This new program will be implemented through a grant mechanism to partner with and enhance their efforts to strengthen community services for young women and men and girls and boys in the target areas. The project duration is from November 1st, 2014 to June 30th, 2017.

Program Goal: The goal of this program is to: *increase opportunities for personal growth and skills development for young women and men, girls and boys in Cité Soleil and Martissant that enhance their physical, mental and economic well-being and prepare them to be agents of positive change in their communities while enhancing the capacity of Haitian Red Cross Youth Program Team.* The program will target urban youth between the ages of 10 to 25 living in Cité Soleil and Martissant.

Summary: The American Red Cross (ARC) Haiti Delegation seeks an experienced Grants Coordinator who will be responsible for the management of Grants portfolio for the Youth Program in Cité Soleil and Martissant.

The **Grants Coordinator**, under the direct supervision of the **Youth Program Manager** has primary responsibility for the coordination of grants portfolio for the implementation of the program “**Creating opportunities for Youth in Cité Soleil and Martissant**”. The Grants Coordinator will work with a range of non-governmental organizations, national and local organizations and structured youth organizations. S/he will, coordinate all the planning to issue grants to partners within the program timeline. S/he will work closely with the Youth Project Officer and will provide analysis, evaluation, and technical assistance to

partners regarding grant opportunities, eligibility, proposal writing and perform other related duties as required.

Responsibilities: The **Grants Coordinator's** responsibilities include but are not limited to:

- Plan, organize, and coordinate, the grants portfolio for the implementation of the Youth program in close collaboration with ARC Youth Program Manager. The Grants Coordinator will be a member of Proposal Evaluation Committee;
- Coordinates grant application and grant administration according to the Youth Program Grant Manual and ARC procedures; executes steps for processing, evaluating, recording decisions and applicant communication/correspondence related to grant selection; undertakes monitoring of grant funding activities, tracking and audit reconciliation with finance department input;
- Maintains accurate, and up-to-date information on each grant application in ARC's online program management software ECOS;
- Supports partners to develop and/or compile due diligence documents for applications of grants by partners (forms, processes, procedures, etc.); and submits due diligence packages to Youth Program Manager;
- Assists the Youth Program Manager with disseminating grant related information to community partners (NGOs, national/local organizations and youth associations);
- Provides technical assistance to eligible organizations to apply for grants and meet compliance requirements;
- Assists the Program Manager with the review of grant proposals, as it pertains to the funding youth program in the target areas;
- Reviews proposals in relation to funding application requirements (program framework, deadlines, eligibility for grant, etc.) and makes recommendations to evaluation committee on how to maximize successful awarding of grant funds;
- Monitors partner progress in relation to grant agreement milestones; recommends follow-up actions to Youth Program Manager based on progress of milestones;
- Acts as the focal point for Monitoring and Evaluation for the program
- Undertakes the tasks required for Program Monitoring and Evaluation and implementation for the program's Performance Management Plan. Coordinates with AMEL to follow-up on partner project implementation;
- Guides partners to meet program monitoring and evaluation and reporting requirements through regular workshops and coaching sessions; gathers and compiles information on achievement of targets / indicators from grantee reports; compiles the results to produce aggregated results for the entire program; provides inputs into evaluating programmatic and financial performance of grantees;
- Designs and implements interactive, participative methods for gathering qualitative monitoring information from youth; documents results of programs through photos, videos and case studies/success stories with youth and youth organizations
- Contributes to the development of the program's strategy for gender mainstreaming; monitors gender-related indicators and proposes actions needed to ensure that male and female youth are equally benefiting from the program;
- Provide Youth Program Manager with status reports on each grant for internal monitoring purposes in a timely manner. Prepare weekly updates and other briefs as required;
- Establishes positive working relationships with representatives of partner and performs other duties as required;
- Maintains paper files and project data in ECOS on each grant made to partners; ensures that all information required for due diligence, program monitoring is on file; liaises with Finance team to ensure all requirements for documenting grant financial management is met as per ARC procedures;
- Translates and consolidates partner monthly reports, proposals and other documents as needed and/or requested by the Youth Program Manager.

Education and/or Experience:

- Bachelor's degree in economy, finance, business administration or a related field;
- A minimum of three (3) years of responsible administrative experience in NGO; government, etc., including experience in preparing and administering grants, and/or experience working for or with grant agencies at national level;
- Experience in project management, including some experience managing grants / contracts with partner organization as well as experience coordination with government, international and national NGOs, municipalities, community based organizations, etc.;
- Experience with project management databases and/or internet-based software preferred.
- Experience in Monitoring and Evaluation
- Good interpersonal skills and strong communication skills;
- Fluent in French both oral and written
- Working knowledge of English both oral and written
- Able to work under pressure in a fast-paced environment;
- Knowledge of Red Cross and Red Crescent Movement and the intervention areas are an advantage.

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 10 Avril 2015 at the following addresses:

*Att.: Human Resources : Grants Coordinator
American Red Cross Office
22, rue Métellus, Pétiion-Ville, Haïti, HT 6110
Or at : amcrosshrrecruitment@gmail.com*

Please notice that only selected candidates will be contacted