

Catholic Relief Services (CRS)/ Haiti
Job Description

Job Title: Administrative Officer	Reports to: Senior Administrative Officer
Department: Administration	Salary Grade: 5
Location: Port au Prince	Lien d'application : Click on this link to apply

****This position is subject to funding availability****

This position is subject to an accelerated recruitment process due to urgent operational needs. Applications will be reviewed on a rolling basis as they are received. Interested candidates are encouraged to apply promptly, as the selection process may be finalized as soon as a suitable candidate meeting the position requirements has been identified.

Job Summary

The Administrative Officer will coordinate the provision of responsive, effective, and efficient administrative services in support of the Catholic Relief Services' (CRS) mission to serve the poor and vulnerable. The Administrative Officer will help ensure stewardship of resources and a high-quality service approach are integrated into administrative systems, policies, and procedures.

Roles and Key Responsibilities

- Coordinate and report on activities and required resources to ensure cost efficient and quality service delivery from administrative support functions.
- Coordinate all payment request for the CP, ensuring all documentation is complete and compliant with CRS policy to facilitate prompt payment by finance.
- Ensure prompt payments for the leases and services for the Administration.
- Help ensure administrative systems, processes, and policies are in line with agency standards and donor and local law regulations.
- Engage with relevant external stakeholders (government officials, landlords, service providers, etc.) on assigned administrative matters and help ensure required authorizations and documents are up to date.
- Coordinate the efficient use of CP assets and rented facilities. Help ensure fully compliant procurement of office materials and asset management systems.
- Help identify safety issues and ensure a safe and sound work environment.
- Coordinate the provision of travel and logistics support and services to staff and visitors.
- Coordinate event planning activities, including delegation visits, training and workshops

Basic Qualifications

- High School diploma required. Bachelor's degree in business administration or relevant field preferred.
- Minimum of 3-5 years' work experience in administrative support functions, with increasing responsibility.

Preferred Qualifications

- Experience with a local or international NGO is a plus.
- Additional education may substitute for some experience.
- Experience and proficient skills in MS Office packages (Excel, Word, PowerPoint, Visio) and information management systems.

Knowledge, Skills and Abilities

- Good planning, organizational and time management skills
- Strong customer service orientation with very good communication and interpersonal skills
- Ethical conduct and ability to maintain confidentiality
- Proactive, resourceful, solutions-oriented and results-oriented

Required Languages: English/ French/ Creole

Travel: Must be willing and able to travel up to 5%.

Supervisory Responsibilities: YES

Agency REDI Competencies (for all CRS Staff):

- Personal Accountability – Consistently takes responsibility for one's own actions.
- Acts with Integrity - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- Builds and Maintains Trust - Shows consistency between words and actions.
- Collaborates with Others – Works effectively in intercultural and diverse teams.
- Open to Learn – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- Lead Change – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- Develops and Recognizes Others – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- Strategic Mindset – Understands role in translating, communicating, and implementing agency strategy and team priorities.