



CORE

Community Organized Relief Effort

JOB OFFER

Project Manager — WFP Cash Transfer Project, Delmas & Port-au-Prince

Location	Delmas 32 (CORE Haiti office), with field travel to distribution sites in Port-au-Prince and Delmas
Reporting to	Country Director, CORE Haiti
Project	WFP/PAM-funded unconditional cash transfer project (FLA WFP/HTI/2026/CORE/PM/001)
Contract type	Fixed-term, 6 months with possibility of extension subject to funding
Start date	As soon as possible
Direct reports	6 Community Mobilisers, 20 Enumerators (daily-rate), with functional oversight of project drivers
Languages required	French (professional level, required); Haitian Creole (required); English (working level, asset)
Key donor	World Food Programme (WFP/PAM)

About CORE

CORE (Community Organized Relief Effort), also known as J/P Haitian Relief Organization, is a US-based INGO that has worked in Haiti since 2010. CORE delivers emergency, recovery, and resilience programming that strengthens the capacity of vulnerable communities to withstand shocks, with a focus on food security, livelihoods, shelter, WASH, and health across the Port-au-Prince Metropolitan Area (ZMPP) and the Grand Sud.

CORE has a strong track record in food security programming, including the distribution of food kits to displaced households in Port-au-Prince, Delmas, Tabarre, Croix-des-Bouquets, and Pétionville in 2024, and prior USAID/BHA-funded cash transfers to over 3,000 households in the Grand Sud following the 2021 earthquake. CORE is an active member of the Cash Working Group (CWG) and brings established technical capacity in cash and voucher assistance (CVA) programming.

About the Project

CORE has signed a Field Level Agreement with the World Food Programme (WFP/PAM) to facilitate the delivery of unconditional cash transfers to 9,129 households (45,645 people) across nine collective sites for internally displaced people in Port-au-Prince and Delmas. The project runs from 15 June to 15 December

2026 and will deliver four cycles of cash transfers, each equivalent to 100 USD per household per month, distributed at 30-day intervals.

CORE's role under this agreement is to facilitate the project — not to disburse funds directly. This includes verifying beneficiary lists, mobilising and sensitising beneficiaries, supporting market monitoring, managing community-level complaints and feedback, and coordinating closely with WFP, local authorities (mayoral offices, DPC, PNH), and site committees to ensure safe, accountable, and well-coordinated delivery of assistance.

Role Summary

CORE is seeking an experienced Project Manager to lead the day-to-day implementation of this WFP-funded cash transfer project. The Project Manager will manage a team of Community Mobilisers and Enumerators, serve as CORE's primary operational point of contact with WFP, and ensure that all project activities — beneficiary verification, mobilisation, accountability, market monitoring, and reporting — are delivered on time, to a high standard, and in full compliance with WFP's Field Level Agreement and CORE's internal policies.

Essential Job Duties

1. Project Management & Implementation

- Lead day-to-day implementation of the cash transfer project across all nine designated sites in Port-au-Prince and Delmas, in line with the agreed Plan of Operations and project timeline.
- Develop and manage detailed work plans for each of the four transfer cycles, ensuring all preparatory, mobilisation, verification, and post-distribution activities are completed on schedule.
- Supervise and support the Community Mobilisation team and Enumerators, ensuring clear task allocation, quality control, and adherence to WFP standard operating procedures.
- Maintain close, structured coordination with WFP counterparts, including bi-weekly check-ins and prompt escalation of any delays or implementation challenges.
- Ensure the project's transition through each phase — preparation, stakeholder engagement, mobilisation, accountability, and MEAL facilitation — is well-sequenced and documented.

2. Beneficiary Verification & Mobilisation

- Oversee thorough verification of WFP-provided beneficiary lists for all nine sites, including door-to-door checks led by Community Mobilisers to confirm continued residence and eligibility.
- Triangulate beneficiary data with site committees, the Directorate of Civil Protection (DPC), mayoral offices, and other relevant actors (e.g. IOM) to identify and resolve cases of ineligible or duplicate beneficiaries.
- Coordinate periodic spot-checks (10–20% of beneficiary lists) between distribution cycles, in coordination with WFP's MEAL team.
- Ensure community mobilisation activities reach all beneficiaries at least two days ahead of each distribution, communicating dates, locations, selection criteria, and transfer details clearly.
- Support the process for registering verified alternates/proxies for beneficiaries without ID or bank access, following CORE's and WFP's procedures.
- Support beneficiaries who lack bank accounts or mobile money wallets to open accounts ahead of each distribution cycle, in coordination with WFP's selected financial service provider.

3. Stakeholder Coordination & Access

- Maintain and strengthen working relationships with the mayoral offices of Delmas and Port-au-Prince, the Directorate of Civil Protection (DPC), site committees, and the Haitian National Police (PNH) to ensure safe and unimpeded access to all project sites.
- Serve as CORE's primary point of contact for project-level coordination with WFP, including the FLA Focal Points, Operational Level, and Technical Contacts.
- Represent CORE in relevant coordination forums, including the Cash Working Group (CWG), as needed.

- Ensure community leaders and authorities remain informed of project progress, schedule changes, and any operational challenges affecting their areas.

4. Accountability, Protection & Complaints Management

- Establish and manage CORE's community-level complaints and feedback mechanism (CFM), complementary to WFP's hotline (8811), including helpdesks, a CORE hotline, WhatsApp inbox, in-person channels via Community Mobilisers, and physical complaint boxes at each site.
- Ensure Community Mobilisers and Enumerators consistently promote awareness of the WFP hotline and CORE's complementary channels throughout mobilisation, verification, and distribution activities.
- Ensure all protection, GBV, fraud, corruption, and PSEA-related concerns are referred appropriately and confidentially through the WFP hotline and CORE's internal safeguarding procedures.
- Submit monthly complaints/feedback reports to WFP using the agreed reporting template, and ensure timely follow-up on all cases raised.
- Ensure messaging and consultations are inclusive of women, persons with disabilities, and other vulnerable or underrepresented groups, and that barriers to safe and dignified access are identified and addressed.

5. Market Monitoring & MEAL Facilitation

- Coordinate light-touch market monitoring around project sites 1–2 weeks before the first transfer and 1–2 weeks after each subsequent cycle, using WFP-agreed tools, to contextualise and triangulate market trends.
- Facilitate and support WFP's baseline, endline, and post-distribution monitoring (PDM) surveys, including beneficiary mobilisation for these exercises.
- Work closely with CORE's MEAL Officer to ensure data quality, validation, and timely submission of monitoring inputs to WFP.
- Support development of an early-warning system for fraud or diversion, drawing on CFM data, PDM findings, the verification process, and Community Mobiliser presence on site.

6. Security & Safe Programming

- Coordinate with CORE's Security focal point and liaise directly with the PNH and DPC to ensure the safety of beneficiaries, CORE staff, WFP staff, and any financial service provider personnel during all mobilisation, verification, and distribution-related activities.
- Ensure project activities, particularly cash distributions and group sensitisation sessions, are planned with appropriate security measures in place.
- Flag emerging security or access risks to the Country Director and Security focal point promptly, and adjust implementation plans as needed in response to the evolving context.

7. Reporting & Financial Coordination

- Ensure timely submission of CORE's monthly invoicing package to WFP (invoice, expense report, narrative report, and complaints report), due between the 1st and 15th of the following month.
- Serve as the primary point of contact for programmatic reporting to WFP, working closely with CORE's Finance team on the financial components of monthly and final reports.
- Prepare and submit the final narrative and financial report within 30 days of project completion.
- Maintain organised project files and documentation in line with CORE's and WFP's record-keeping and audit requirements (including data protection obligations under the FLA's Data Protection Conditions).

Supervisory Responsibilities

The Project Manager directly supervises:

- 6 Community Mobilisers
- 20 Enumerators (daily-rate, engaged for verification and mobilisation activities)

The Project Manager works in close functional coordination with CORE's MEAL Officer, Security focal point, Finance & Administration team, and Communications focal point, all of whom provide part-time support to this project.

Required Qualifications & Experience

Education

- Bachelor's degree required in project management, social sciences, international development, or a related field; Master's degree an advantage.

Experience

- Minimum 5 years of experience managing humanitarian or development projects, with a demonstrated track record in administrative and operational management of donor-funded programmes.
- Direct experience implementing cash and voucher assistance (CVA/CBT) programming is strongly preferred.
- Experience managing WFP-funded or other UN-funded cooperating partner projects, including familiarity with Field Level Agreements, is a strong advantage.
- Demonstrated experience managing field teams, including community mobilisers and/or enumerators, in insecure or access-constrained environments.
- Experience with beneficiary verification, targeting support, or registration processes (including SCOPE or similar platforms) is an asset.
- Experience establishing and managing community-level complaints and feedback mechanisms (CFM).

Skills & Competencies

- Excellent organisational skills and the ability to manage complex, multi-stakeholder projects from planning through to close-out, coordinating multiple deliverables and deadlines.
- Strong written and verbal communication skills, with the ability to produce clear donor reports and represent CORE persuasively to partners and authorities.
- Sound understanding of protection, gender, and PSEA principles and their practical application in cash-based programming.
- Strong interpersonal skills and the ability to work effectively with culturally diverse staff, local authorities, and community structures.
- Comfortable working in a fast-moving, security-sensitive environment with shifting access conditions.
- Strong attention to detail, particularly in beneficiary data verification and financial/narrative reporting.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).

Languages

- French: Professional working proficiency (required).
- Haitian Creole: Required — essential for community mobilisation, verification, and stakeholder engagement.
- English: Working proficiency (asset — HQ and donor liaison).

Working Conditions

This position is based at CORE's office in Delmas 32, with frequent travel to the nine project sites across Port-au-Prince and Delmas. The security environment in the Port-au-Prince Metropolitan Area is volatile; the Project Manager must be prepared to operate within CORE's security protocols at all times, including coordination with the PNH and DPC, and to adapt schedules in response to access or security constraints. Some flexibility outside standard working hours may be required around distribution cycles.

Equal Opportunity

CORE provides equal employment opportunities to all employees and qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or any other protected

characteristic. We are committed to building a diverse and inclusive team that reflects the communities we serve. Haitian nationals and candidates with lived experience of the Port-au-Prince context are strongly encouraged to apply.

How to Apply

- If you believe your qualifications meet the requirements, please submit applications in one document to the Human Resources Department to: hrstaffing@jphro.org mentioning in the subject of the email the job title "**Program Director**" no later than **June 27, 2026, at 4:00 pm**.
- Updated CV (maximum 3 pages)
- Cover letter addressing how you meet the mandatory requirements, including any direct experience with cash transfer programming or WFP-funded projects (maximum 2 pages)

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.