



## GOAL HAITI

### JOB DESCRIPTION

<b>Job Title</b>	Grants & Communications Manager
<b>Place of work</b>	Port-au-Prince with frequent trips to GOAL Haiti implementing sites
<b>Supervisor</b>	Program Director
<b>Contract duration</b>	12 months

#### General description of the program:

GOAL works in Haiti mainly in vulnerable neighbourhoods in the metropolitan area of Port-au-Prince, and in Jérémie. Since its arrival in Haiti in 2010, GOAL has been helping the most vulnerable people affected by disasters. Today, GOAL is in a phase of strategic transition between emergency, rehabilitation and development. In all its programmes, GOAL adopts an approach based on community mobilisation and participation. All the programmes implemented by GOAL have the common objective of increasing the resilience of communities to risks and disasters by creating a safer environment where access to economic resources is facilitated. Since 2018, GOAL has been implementing projects aimed at strengthening urban resilience, local governance, the fisheries sector. With the financial support of the European Union, the Irish Government (IA), the US Government (OFDA). Since 2019, with the support of the Irish government, GOAL has been working in coastal communities to strengthen the fishing industry.

#### General description of the role:

The Grant & Communication Manager is responsible for coordinating all donor reporting and project knowledge management systems within the GOAL Haiti program. Development of new proposals will be lead by the Regional Business Development Team, with in-country support from the Grants and Communications Manager. This will include working closely with the Programme Design and Strategic Partnerships Manager, the Programme Director, the Systems Director, the Head of the Logistics Department, the Financial Controller, the Head of the MEAL Department and the Senior Programme staff to draft and edit donor proposals and reports; coordinate compliance with various donor institutional rules, GOAL policies, and Haitian government processes; scheduling evaluations; document successes; and conduct analysis of field experience to learn from it.

#### Main functions

##### Grants Management

- Assist Regional Business Development Team, particularly the Programme Design and Strategic Partnerships Manager, in the design and development of expressions of interest, concept notes, and proposals.
- Lead report writing and communications development in collaboration with the GOAL Country Director, Programme Director, Monitoring, Evaluation and Learning Manager, Programme Coordinators/Technical Advisors and other GOAL Haiti staff.
- Assist in researching evidence-based studies/innovative projects to support proposal writing for new grants.
- Provide support to Program Coordinators, Technical Team Advisors, M&E, Program and System Management (including Finance, HR, and Logistics staff) by participating in the design of the strategy.
- Advise, assist and mentor project staff in the documentation of participatory needs, capacity and vulnerability assessments, and situation analyses.



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- Organize and conduct grant management meetings (opening, quarterly review, and closing meetings), disseminate grant documents, and respond to requests for information from the field and other partners in the country.
- Monitor action points that are defined for program teams from grant management meetings, SMT meetings, team meetings, cluster meetings, etc.
- Ensure that up-to-date, complete and accurate records are maintained for all grants in the Grants & Communications SharePoint page.
- Support the monitoring and facilitation of program progress to ensure compliance with donor rules.

#### **Representation and information management**

- Attend relevant coordination meetings, on delegation from the SMT, representing GOAL Haiti, providing updates and reporting on key issues.
- Counter verification on program filing done by program teams via SharePoint & Teams : reports, tools, cluster minutes, photos, etc.
- Ensure a consistent flow of information on all activities in GOAL sites, keeping the SMT and field teams informed of all developments and key decisions (programmatic and operational).
- In consultation with the Country Director, Programme Director, project managers and in close liaison with programme staff, ensure that all project information is recorded and organised using effective filing and archiving systems, both paper and electronic, in accordance with GOAL standard procedures.

#### **Communications**

- In collaboration with the Program Director and the Country Director of GOAL Haiti, support GOAL Haiti's communications to ensure effective and timely external communication with relevant government ministries, major donors in the country, agencies, and communities in GOAL's area of operation.
- Facilitate, participate in, and document project reviews and evaluations and ensure that lessons learned are understood and disseminated to stakeholders in the field and at headquarters.
- Ensure the documentation and dissemination of success stories.
- Help gather news articles on GOAL Haiti's programs.
- Directly direct communications consultants and/or short-term communications staff.
- Directly manage GOAL Haiti's social media platforms (Facebook and Instagram)
- Any other duties as described by the line manager or the national director.

#### **Requirements**

- Postgraduate degree, ideally with a specialization in development, humanitarian assistance, international law, social sciences or other relevant field.
- Experience in developing proposals, logical frameworks and reports to donors (ECHO, Department of State, Irish Aid, IDB, EU etc.).
- At least 2 years of experience working with NGOs in a similar capacity, providing support to programme management, communication and information for aid and development programmes.
- Excellent analytical and writing skills in French and English.



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- Computer skills, including Word and Excel, with the ability to analyze data and interpret statistical information.
- Ability to work under pressure and prioritize workload based on changing program needs.
- Good interpersonal skills and commitment to capacity building.
- Enthusiastic, flexible and having the ability to work long hours.
- Understanding of mainstreaming principles, including gender, protection, disaster risk reduction and conflict sensitivity.

Please email your resume, copies of diplomas/certificates, and cover letter to: [hrhaiti@ht.goal.ie](mailto:hrhaiti@ht.goal.ie)

Emails or application files that do not include the reference mentioned below will not be processed:

**Subject: Grants & Communications Manager**

The deadline for submitting applications is March 23, 2026, at 15:00 p.m. (Haiti time). No applications will be accepted after this date.

Please note that only shortlisted candidates will be contacted.

**GOAL supports gender equality. Applications from local residents, as well as female candidates, are strongly encouraged.**

***This Job Description only serves as a guide for the position available. GOAL reserves the right to change, revise, omit, add in part/in whole this document any time without giving any reason thereof.***

*GOAL has a Staff Code of Conduct and a Child Protection Policy, which have been developed to ensure the maximum protection of programme participants and children from exploitation. GOAL also has a confidentiality policy ensuring the non-disclosure of any information whatsoever relating to the practices and business of GOAL, acquired in the course of duty, to any other person or organisation without authority, except in the normal execution of duty. Any candidate offered a job with GOAL will be expected to adhere to these policies any job offer made is also subject to police clearance. GOAL is an equal opportunities employer.*

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