

# JOB PROFILE

How to Apply for this Job

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## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

All applications should include a resume and cover letter and be submitted to [haiti-administration@tearfund.org](mailto:haiti-administration@tearfund.org) with the job title in the subject line. The closing date for this recruitment is **Monday August 30th 2021**. **Due to the urgency of this role we will be moving ahead with this recruitment prior to the application deadline, however all candidates who apply before the deadline will be considered.**

In this advertisement we've included a full Job Description as well as key knowledge and qualifications. In your cover/motivation letter, please ensure that your application clearly shows how your skills and experience meet the requirements for this post. Your CV should contain your address, telephone number, & references.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [haiti-administration@tearfund.org](mailto:haiti-administration@tearfund.org).

<b>Job Title</b>	Project Officer
<b>Group</b>	International Group
<b>Team</b>	Latin America and Caribbean
<b>Location</b>	Haiti
<b>Responsible to</b>	Country Director
<b>Desired Start Date</b>	ASAP
<b>Potential Interview dates</b>	August 31st- September 4, 2021

## Part 1 – Job description

### 1. Purpose of the team

To contribute towards Tearfund's corporate vision of releasing 50 million people from material and spiritual poverty by mobilising 100,000 local churches.

### 2. Main purpose of the job

- To provide programmatic and project management support to the Country Director and partners ensuring that projects are identified, designed, planned, implemented, monitored, evaluated and reported in accordance with Tearfund's Quality Standards & within Tearfund's management system (Tearfund TRACK).

### 3. Position in organisation

- Reports to the Country Director
- Supports the Country Director in achieving their overall objectives, and responsible for carrying out specific designated work packages/projects
- Acts as the delegated authority on projects whenever the Country Director is not available
- Liaises with external contacts, partners and internal colleagues as required by the Country Director

### ● Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Attend, in person or remotely, corporate Teddington Prayers on Wednesdays, to pray for Tearfund's work and spend time in prayer and worship together
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

### ● Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.

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- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

- **Scope of job**

- Strategy development and implementation
- Project cycle management, capacity development & learning (DMEAL)
- Project controls, Management Information System
- Partnerships and Institutional funding

- **Duties and key responsibilities**

The post holder will be required to lead or participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs statement.

The post holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.

- Participates in the design and implementation of country strategy
- Creates and/or maintains a database of projects and the themes, priorities and outcomes that they are contributing to
- Supports the Country Director in the identification of new partners to help outwork the strategy

### **Project cycle management, capacity development & learning (DMEAL)**

- Works closely with partners to assist them in project management, building capacity in application of good practice in Project Cycle Management (PCM) and Design Monitoring and Evaluation (DME)
- Analyses partner project proposals against Tearfund's Quality Standards to ensure that the proposed project is relevant to actual poverty issues & need, is designed according to Quality Standards and represents good value for money
- Ensures project proposals have a logical framework, matching capacity & scale of project, which is consistent with both the narrative and the financial documents and that appropriate indicators for monitoring, evaluation and mechanisms for risk mitigation are included
- Assesses project budgets for effectiveness, efficiency, coherence, relevance and appropriateness
- Visits partners' activities twice a year to monitor progress and provide on spot advice and mentoring
- Works with partners to systematically monitor project progress and assist them in detecting deviations and especially reporting over and underachievements in the project portfolio
- Ensures that each partner organisation submit quality both narrative and financial reports every six months
- Liaises with partners about planning, execution and reporting of project evaluations to ensure recommendations and learning feedback to stakeholders and incorporated into future plans and projects
- Assesses, in collaboration with partners, their needs in programme management capacity and proposes ways to develop capacity which foster evaluation, learning and change
- Assists in development and delivery of Tearfund-led partner workshops and other capacity development activities liaising with partners and consultants before, during & after to ensure efficacy

### **Project controls, Management Information System & Finance**

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- Maintains a coherent project control system using TRACK ( Tearfund monitoring and evaluation system) to ensure that project performance is recorded and tracked to ensure appropriate follow up takes place.
- Updates TRACK with partner and project information from the country strategy so as to create easy access and effective filing
- Captures stories from the partners quarterly
- Actively promotes the capturing of learning from the field, and ensuring that this learning is used effectively in country and transferred to the wider organisation & beyond
- Manages and updates system to track proposals, approvals, payments and reports to ensure compliance (issues, reminders to partners and follow-ups on late submissions)
- Monitor, follow up, receive and acknowledge receipt of reports and proposals to ensure timely communication with partners (as agreed with the Country Director)
- Organize, review, and submit all final reports from projects

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Part 2 – Person specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>● Educated to Degree Level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>● Educated to Master’s degree</li> <li>● Specialised in social/rural development or management studies.</li> <li>● Financial Management qualification</li> <li>● An understanding of Christian relief and development issues</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● Experience in project design, management, and evaluation or proven capacity to learn and adapt quickly</li> <li>● Experience in Monitoring and Evaluation</li> <li>● Experience in developing log frames (indicators, results, ToC, etc)</li> <li>● Knowledge of basic accounting procedures</li> <li>● Experience in designing and writing project proposals</li> <li>● Experience in developing baselines/endlines</li> </ul>	<ul style="list-style-type: none"> <li>● Budget management experience</li> <li>● Experience with local/Christian/church based NGOs</li> <li>● Development work with Christian and/or International NGO</li> <li>● Experience and ability to analyze data and produce reports</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>● Excellent written and verbal communication skills.</li> <li>● Excellent interpersonal skills including sensitivity in cross cultural communications.</li> <li>● Ability to collate, analyse and report data in a clear and coherent manner</li> <li>● Ability to organise and manage one’s own work</li> <li>● Strong IT skills</li> <li>● Ability to prioritise and work under pressure</li> <li>● Ability to influence in a diplomatic manner</li> <li>● Ability to work with children or vulnerable people in an appropriate and safe manner in accordance with the Tearfund Child Protection Policy</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of Tearfund’s internal systems especially: IPMS and IBIS</li> <li>● Open to learn and use new applications effectively</li> <li>● Working knowledge of local languages</li> <li>● Ability to network and gain respect of leaders of partner organisations</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>● Committed Evangelical Christian</li> <li>● Committed to Tearfund’s values</li> <li>● Good team player, and able to work on own initiative</li> <li>● Meticulous in attention to detail</li> <li>● Able to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>● Contributing to an evangelical Christian church</li> </ul>
<p><b>OTHER COMMENTS:</b></p> <ul style="list-style-type: none"> <li>● All roles require a DBS/Police check</li> <li>● Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> <li>● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		