

## AVIS DE RECRUTEMENT INTERNE/EXTERNE

J /P Haitian Relief Organization recrute :

### (1) Project Manager - Ending Violence Against Women and Girls (EVA)

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**Position Title** : Project Manager - Ending Violence Against Women and Girls (EVA)

**Supervisor** : Programs & Grant Manager

**Line Management** : EVA Gender Specialist and Child Protection Specialist

**Location of Position** : Jérémie, Grand'Anse

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#### **Description**

J/P Haitian Relief Organization (J/P HRO) is recruiting a Project Manager (PM). The PM will be responsible for the overall leadership and management of the *Violence Against Women and Girls (EVA)* Project, focused on local capacity reinforcement of Civil Society Organizations, with a particular focus on Gender Based Violence prevention and reinforced referral mechanisms, and Child Protection. S/he will provide overall project management oversight, including planning, implementation, monitoring of activities and reporting, as well as relations with partners and other key stakeholders.

Under the supervision of the programs & Grant Manager, the EVA PM will:

- ✓ Contribute to ensuring that project partners and beneficiaries are accessing all foreseen project support and services;
- ✓ Ensure the technical quality of project activities by paying particular attention to the Gender and Child Protection components of the project;
- ✓ Manage all project logistics and financial resources – ensuring sound documentation is in place for all procurements and internal and donor procedures are applied as applicable;
- ✓ Work closely with J/P HRO Monitoring and Evaluation unit toward effective data collection- per project indicators;
- ✓ Ensure timely submission of project reports (weekly updates, interim and final reports);
- ✓ Support needs assessment, trainings field visits, central office & donor visits as required;

#### **Core functions and Responsibilities:**

Project Management

- Act as J/P HRO's representative for EVA with multiple sectors, partner organizations, donors, government stakeholders and local partners in Jeremie, as appropriate;
- Manage the overall administrative, operational and financial aspects of the EVA project
- Monitor the project scope, budget, timelines and quality to ensure they meet with the project specifications, including budget and expenditures detailed implementation plan, documentation, monitoring and evaluation donor requirements and J/P HRO policies
- Coordinate with EVA project local implementing partners to ensure the effective implementation of all project activities
- Develop and manage the implementation of project work plans
- Manage all logistical and human resources, ensuring that both J/P HRO and donor requirements are met; and proper documentation collected and maintained.
- Conduct regular field and monitoring visits to support and guarantee program quality; and provide support to project staff as appropriate
- Coordinate the development and implementation of the project operational plans, adapting the technical resources and tools as needed;
- Submit timely periodic project reports to supervisor
- Collaborate and coordinate with relevant J/P HRO support departments in matters related to central office follow-up
- Ensure project outcomes are aligned and meet technical standards, and that learning is shared within the organization and among local stakeholders
- Monitoring & Evaluation:
  - Collaborate with M&E and EVA Gender and Child protection specialists on EVA M&E plan and implementation- including tools and documentation
  - Work closely with M&E to ensure monitoring data is regularly collected, analyzed and reported;
  - Monitor social mobilization conducted by partners to ensure they remain in line with project objectives.
  - Regularly assess sub-grantee capacity reinforcement progress

### **Financial management**

- Monitor all program financial expenditures and prepare a consolidated monthly budget forecast for the project;
- Ensure that cash management practices and recordkeeping are in accordance with donor and J/P HRO regulations;
- Contribute to the timely preparation and submission of financial reports to donors.

### **Coordination:**

- Take part in project meetings called by donor and/or any relevant stakeholders.

- Organize meetings with local stakeholders, local officials as appropriate
- Submit reports of all external meetings attended to supervisor

### **Essentials:**

- Strong team spirit and experience of humanitarian work
- Demonstrated knowledge of humanitarian sectors that J/P HRO works in, including community development and local capacity reinforcement
- Excellent project management skills and experience
- Interpersonal skills, strong communication, problem-solving, diplomatic, influencing and negotiating skills with ability to exercise discretion
- General knowledge of International Human Rights Instruments and international guidelines relating to Gender and child-protection;
- Knowledge and practical experience of working with a Results Based Management;
- Familiarity, networking and working relationships with community-based organizations;
- Solid organizational skills and capacity to prioritize and work productively and accurately while under pressure in a fast-paced, demanding environment; coordinate multiple tasks and maintain attention to detail;
- Display inclusion and respect for diversity; and respects and promotes integrity and commitment to humanitarian values, and fully complies to J/P HRO Child Safeguarding Policy and Guidelines and Code of Conduct.
- Demonstrated ability to maintain confidentiality, respect, non-discrimination and safety of beneficiaries and partners at all times.

### **Core Competencies**

**Teamwork:** develops and promotes effective collaboration within and across the project to achieve shared goals and optimize results.

**Result-oriented:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.

**Managing and sharing knowledge:** Seek and share knowledge and innovate.

**Accountability:** ownership for achieving project priorities and assumes responsibility for own action and delegated work.

**Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### **Work Experience:**

- Minimum of 3 years of relevant professional work experience in project management;
- Demonstrated experience in working in humanitarian emergency contexts.
- Demonstrated project management skills (financial management, human resources management, monitoring and evaluation techniques
- Experience working in the Grand'Anse (highly desirable).
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**Qualifications:**

- University level degree in project management or a related field; or combined education and significant professional experience in a relevant sector in lieu of formal credentials
- Good written and oral communication skills, effective in representation and liaison with external parties; (demonstrated written communication skills, evident through written reports or other submissions in French, English or Creole);

**Estimated Duration:** A 6-month contract covering the period from September 2021 to February 2022. This is a full time position, based in Jérémie, Grand'Anse.

To apply for this position please submit your resume, motivation letter including copy of diplomas to the Human Resources Department at the latest **September 7<sup>th</sup>, 2021** at this address:

[hrstaffing@jpbro.org](mailto:hrstaffing@jpbro.org).

**Only selected candidates will be contacted for interviews.**