



Réseau Intégral Haïtien pour le Plaidoyer et l'Environnement Durable

Job Profile Pack: RIHPED Coordinator

RIHPED is looking for an experienced coordinator of programs to support network members in Haiti to support the vision of the network and deliver on the agreed outcomes.

The coordinator will, among other things, keep members engaged and encouraged towards the development of the network strategy and activities. The coordinator will also serve as a bridge between Integral Alliance and RIHPED, ensuring the sharing of information and relationship between the two; this representation also includes being the voice of RIHPED in the UN cluster system, national networks and other spaces of coordination. Localization will be a key outcome of the work of the network, the coordinator will work with members to ensure that RIHPED is advocating and working towards localization with all that it entails. The coordinator will also be responsible to offer capacity building activities for the members as it pertains to training, technical support, etc. In times of disaster response, the coordinator will implement the RIHPED contingency plan and coordinate Assess and Assist activities, develop joint proposals, and lead M&E activities.

The candidate should have the knowledge and experience in network coordination, CHS principles, project cycle management, and on the Haiti development/humanitarian culture. An understanding of the Integral Alliance structure is also a positive. The candidate should be of Christian faith background, and willing to work in a cross-cultural setting; should have excellent written and verbal communication skills in English, Haitian-Creole, and French.

If after reading through this Job Profile and you are interested, please send your application (Cover letter, CV, any copies of qualification documents, and three recommendations) to RIHPED at cdomond@tearfund.org.

NB: Only shortlisted candidates will be contacted for interviews.

Deadline for Application is Tuesday October 12th, 2021

Background on RIHPED

Who we are: RIHPED is a network of Christian organizations dedicated to advocacy, disaster risk reduction/resilience, sustainable environment, and disaster response. We are a local network made up of both international and national members who seek to improve local coordination and capacity building of christian humanitarian actors in Haiti. The main goal of this network is to put into practice the theory of localization through project design, decision making, and implementation that is as local as possible and as international as necessary.

JOB PROFILE

Job Title Network Coordinator

Location Haiti

Responsible to: RIHPED Executive Committee w/ dotted line to Integral Alliance secretariat

Part 1 – Job description

1. Main purpose of the job

The network coordinator is responsible for leading and managing the activities of the network. This includes the general coordination of the network as well as the design, implementation, monitoring and evaluation of project activities. The role is responsible for providing capacity building opportunities for the members, leading the Assess and Assist program in times of emergency, representing RIHPED to external stakeholders, and holding the relationship between Integral Alliance and RIHPED.

2. Position in organisation

- Reports to: RIHPED Executive Committee w/ dotted line to Integral Alliance secretariat
- Supervises the RIHPED secretariat (Program Officer and Administrator)
- Liaises closely with Integral Alliance

3. Key Responsibilities

3.1 Programme Strategy

- Coordinator will help shape, review and implement the overall strategy for the network
- Ensure that localization is at the center of strategy and implementation
- Actively monitor the changing local security, political, and humanitarian situation which may have an impact on the programming, sharing and discussing trends and potential responses with network members

3.2 Coordination of Programming

- Coordinate the members of the network through regular communications, bi-annual General Assembly meetings, Ad Hoc gatherings and dissemination of information.
- Either independently or in collaboration with working groups, UN clusters, local authorities and community representatives, undertake detailed analysis and design appropriate project interventions to meet needs of members and strengthen local capacities.
- Actively engage with the cluster system, and other ngo/humanitarian networks to ensure coordination and harmonisation of approaches where appropriate.
- In conjunction with the members, write project proposals (narrative, log frame, activity schedule and budget) for joint-assessments/programs as necessary
- Manage the implementation of Assess and Assist program in times of disaster response
 - Manage joint-programmes/pool funded activities ensuring monitoring, evaluation, reporting and communications with donors.

3.3 Fundraising

- Engage with both local and international donors via relationship building, dissemination of communications, and proposal development
- Engage with Integral Alliance towards identification of sources of funding

Part 2 – Person specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree and/or equivalent qualification in relevant sector 	<ul style="list-style-type: none"> • B.A. in International Development or a related discipline
Experience	<ul style="list-style-type: none"> • Substantial experience in: <ul style="list-style-type: none"> o Multi sector project management and implementation, Monitoring & Evaluation o Network management • Proven experience in: <ul style="list-style-type: none"> o Strategic planning o Staff development and capacity building o Designing and conducting market assessments • Proven team management in humanitarian environments with successful examples of local staff management. • Successful experience of project cycle management, especially in complex environments • Proven experience of operating in insecure <u>environments</u> 	<ul style="list-style-type: none"> • Working to CHS standards, People In Aid and Red Cross Codes of Conduct • Experience in finance, procurement, logistics and systems • Proposal development experience • Experience implementing projects in designated context • NGO experience (specifically working with INGO's and partner organisations)
Skills/Abilities	<ul style="list-style-type: none"> • Analytical and problem solving skills • Excellent Haitian Kreyol and English written and verbal communication skills • Training and mentoring skills • Computer literate • Negotiation and representation skills • Ability to lead, participate and facilitate in collective staff prayer and bible studies 	
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to RIHPED's Mission, Values and Beliefs • Demonstrates strong commitment to localisation of aid agenda and addressing root causes of complex crisis, and able to articulate that with commitment and passion • Self-disciplined with ability to work proactively, using own initiative. • Flexible and resilient, able to accommodate changing priorities and to remain calm under pressure. • Commitment to diversity and inclusion, including gender and disability. • Demonstrates sensitivity and skills in working cross culturally. • Self-aware and able to learn from others. • Willingness to live and travel in basic conditions 	<ul style="list-style-type: none"> • A people and team developer