

Job Title: Resilience & Capacity Building Lead	Reports to: RSSA
Department: Programs	Salary Grade: 9

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

About CRS Haiti and Program Background

CRS Haiti is as dynamic and diverse as the needs of the people we serve. Since 1954, CRS Haiti has been assisting the people of Haiti across the emergency, recovery, and development spectrum. Key sectoral areas for CRS Haiti include resilience, livelihoods, education, health, youth, and disaster management. CRS Haiti has an expanding portfolio of programs crossing the emergency response and resiliency spectrum.

CRS Haiti will implement a five-year resiliency project in Sud and Nord Est departments, *Ayiti pi Djanm*, funded by USAID/BHA and focused on improving resiliency at the household and community level. This project will utilize innovative approaches related to nutrition, livelihoods development, natural resource management, and disaster preparedness to build individual and community resiliency.

Job Summary:

You will manage, coordinate, and monitor agriculture livelihoods, natural resource management, and financial engagement activities and relationships with partners and other project stakeholders to assist the achievement of *Ayiti pi Djanm* resiliency project objectives advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of the program area will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of this project.

Roles and Key Responsibilities:

- You will lead technical, budget management, monitoring and reporting activities throughout the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Utilize a competency model approach to build staff capacity to make informed and systemic decisions to deliver training and skill building in response to identified gaps at the individual, household and community level.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy. Proactively identify issues, report them to inform adjustments to plans and implementation schedules.
- Work in close coordination with partner to develop capacity strengthening action plan at the national and departmental level and ensure implementation and monitoring of the capacity strengthening plan.
- Represent the organization with donors, INGO working groups, UN, relevant local partners and relevant local government and community actors.

- Coordinate activities required for ensuring the financial, material and human resources for the quality implementation of the project. Conduct periodic budget reviews and follow-up with partners on timely submission of financial reports to facilitate proper tracking of resource use.
- Identify staff capacity needs and technical assistance needs of partner organizations and contribute to capacity strengthening and required interventions to support quality project implementation.
- Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements.

Basic Qualifications

- Bachelor's Degree required. Master's Degree in Natural Resource Management, Agriculture, Economics or in a related technical field would be a plus.
- Minimum of 5 years of work experience in project management, ideally for an NGO and in the area of resiliency or related technical fields (climate change mitigation and adaptation, natural resource management, conflict resolution and peacebuilding, or governance and capacity building).

Required Languages – English and French language are required.

Travel - This position is based in Port au Prince. There is expected 50% travel within Haiti to field offices and project sites.

Knowledge, Skills and Abilities

- Critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with local stakeholders. Representation abilities.
- Ability to contribute to written reports
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Preferred Qualifications

- Experience in developing and implementing capacity strengthening action plans with project participants and partners
- Experience working with stakeholders at various levels and strengthening community partnerships.
- Relevant grant management experience, especially for USAID or other public donors, a plus .
- Relevant experience in related technical areas (natural resource management, peacebuilding, or governance and capacity building).
- Staff supervision experience.
- Ability to contribute to the development of technical proposals, a plus.
- Experience analyzing data and contributing to evaluation reports.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent

- Strategic Mindset
- Accountability & Stewardship

Supervisory Responsibilities: Senior Project Officer and two Project Officers

Key Working Relationships:

Internal: Resiliency Program Manager II, Head of Programming, Deputy Head of Programming, Finance Manager, Regional Technical Advisors, HQ Advisors, Project Staff and Consultants

External: CRS international and national partners, donor representatives, government officials, UN cluster leads and agencies, peer humanitarian agencies, third party monitors

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

Les dossiers de candidature doivent avoir : CV, Lettre de motivation, Diplômes. Le sujet doit faire mention du titre du poste.

Courriel : haiti.recruitment@crs.org