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| Job Title: Agriculture Program Coordinator (PM II) | Reports to: Head of Programs |
| Department: Programs / Agriculture | Salary Grade: 10 |

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.

Job Summary:

You will manage and provide technical oversight of the development and implementation of Catholic Relief Services (CRS) Agriculture programming in Haiti, particularly for large and complex projects, ensuring effective systems and processes are in place that support high-quality programming advancing CRS' work in serving the poor and vulnerable. Your management skills and technical knowledge will ensure that CRS/Haiti delivers high-quality programming and continuously works towards improving the impact of its Agriculture programming that is innovative and aligned with CRS' regional and global strategy.

Roles and Key Responsibilities:

- Provide management, guidance, and technical oversight of all new and existing Agriculture projects within CRS/Haiti throughout the project cycle to ensure project design, start-up, implementation and close-out are in line with CRS quality principles and standards, donor guidelines, and industry best practices.
- Effectively supervise and manage talent for all CRS/Haiti's Agriculture projects. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance management for direct reports.
- Lead the development of program learning - identify opportunities for learning, research and publications in the area of Agriculture and ensure adhere to CRS' Monitoring, Evaluation, Accountability and Learning (MEAL) policy. Facilitate the dissemination of promising practices and lessons learned to contribute to the agency knowledge management agenda. Ensure integration of innovations and best practices.
- Contribute to the proactive pursuit of opportunities for new funding to ensure growth of the CRS/Haiti's Agriculture sector portfolio in line with global, regional, and country program (CP) strategic priorities. Serve as the technical lead and technical writer to ensure quality proposals in Agriculture per agency and donor standards. Contribute to budgeting, staffing plans and activity design for proposals.
- Oversee technical assistance and capacity strengthening activities in Agriculture for staff and partner organizations to enhance program quality and impact.
- Oversee the identification, assessment and strengthening of partnerships relevant to Agriculture programming and the appropriate application of partnership concepts, tools and approaches.
- Ensure timely and appropriate project expenditures in line with project financial plans and efficient use and stewardship of project materials and resources.
- Lead the design and integration of CRS' Water Smart Agriculture (WSA) approach into CRS/Haiti's Agriculture programming, in coordination with Regional WSA technical advisors.
- Develop relationships with government and private sector actors to increase CRS' capacity to influence donor and government strategies and to scale activities.

Basic Qualifications

- Master's Degree in International Development, International Relations or in the field of Agriculture required. Additional experience may substitute for some education.
- Minimum of 5 years' experience in relevant field-based project management, with preferably 2-3 years working in Agriculture program management.
- Experience in managing moderately complex projects preferably with an international NGO.

Required Languages - French, Haitian Creole (highly preferred), English (business competent)

Travel - Must be willing and able to travel up to 50%.

Knowledge, Skills and Abilities

- Strong analytical and creative problem-solving skills, with ability to make sound judgment and offer innovative solutions.
- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Good presentation and facilitation skills.
- Strong written and verbal communication skills with ability to write high quality reports
- Proactive, resourceful, solutions-oriented, results-oriented, and service-oriented

Preferred Qualifications

- Good experience in project grants management, including project design, preferably for grants from multiple public donors, including USAID. Project management experience in Agriculture is highly desirable.
- Demonstrated ability to write high quality technical proposals.
- Experience engaging with partner organizations.
- MEAL skills and experience preferred.
- Staff management experience and abilities that are conducive to a learning environment.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems.

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 (if none, state none)

Agriculture Project Managers

Key Working Relationships:

Internal: Business Development Specialist; MEAL Country Coordinator, Regional and Global Technical Advisors for Water Smart Agriculture and Agro-enterprise, Heads of Program Departments, Head of Operations, Finance Manager, Supply Chain Manager, HR Manager, Admin Manager

External: Private sector actors (buyers, processors, exporters, etc), Ministry of Agriculture officials, UN agencies, INGOs, institutional donors (current and potential donors)

****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

Send applications to this address: haiti.recruitment@crs.org