

PROJECT DEPARTMENT COORDINATOR

Job Title: Department Coordinator (3)	Reports to: Field Manager
Department: Programme (Education)	Salary Grade: 8

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 the project:

CRS' Continuity of Learning (CoL) project is a two-phased, five-year education program. In consortium with partners, the University of Notre Dame (UND) and the Commission Episcopale Pour L'education Catholique (CEEC), CoL will improve students' foundational skills in reading, literacy, and social emotional learning by building and strengthening the capacity of teachers, schools, and communities with appropriate and needed support in order for learners ages six through twelve (first through fourth grade) to benefit from a resilient education system that delivers uninterrupted access to a safe, quality education. CoL will achieve the overarching goal by: 1) Building students' SEL, reading and literacy skills; 2) Enabling a safe learning environment for students, teachers, and school administrators; 3) Bolstering coordination among key local education stakeholders at the national, community and household levels to increase support and advocate for improved learning; and 4) Strengthening delivery modalities and actors' coordination for improvement and sustainability for learners' continuity of learning.

The CRS-led consortium will implement CoL in 170 schools across five departments that have prior experience using USAID's phonics-based, scripted Map Li Net Ale/Je Parle Bien Français (MLNA/JPBF) curriculum to benefit over 25,000 students and their communities. CRS will lead in implementation in 3 Departments: West, North and Northeast.

Job Summary:

The Department Coordinators will be responsible for planning the training activities, revising the training modules, providing feedback in the training sessions and providing pedagogical advice to the project in their respective Departments. They will conduct monthly supervision visits and report to the Field Manager. S/he will be responsible for quality and timely reporting.

SPECIFIC RESPONSIBILITIES

- Ensure planning of training activities. Revise the training modules, provide feedback in the training sessions;
- Provide coaching, pedagogical advice, strategically tailor individual development plans, and complete performance management for direct reports.
- Ensures timely liquidation of project advances, reviews monthly Budget Comparison Reports to verify accuracy, timeliness and appropriateness of expenditures in coordination with the CRS finance department.
- Contribute to timely and appropriate project expenditures in line with financial plans and efficient use and stewardship of project material sources.
- Contribute to timely and responsive reporting to donors and conformity with donor standards and technical parameters.
- Supervise daily project activities and field supervisors to ensure program consistency and direction, coordinated implementation of program plans, and collaboration at field level ;
- Provide technical support to program components implemented through supported schools, ensuring transparency, program accountability and quality, and the achievement of expected results;
- Participate in the program analysis and reflections with staff and supported schools and collaborators, to evaluate program methodologies and performance; contribute to the dissemination of lessons learned.
- Ensure timely and appropriate data collection, and that the interventions are on track and meeting their objectives. Provide recommendations and/or support for corrective action as necessary ;
- Participate actively in CRS meetings.
- Compile data and generate quality and accurate narrative reports;
- Provide technical assistance and capacity strengthening activities in Education at field level, to enhance program quality and impact;
- Contribute to the strengthening of partnerships relevant to Education and the appropriate application of partnership concepts, tools and approaches at field level.

Knowledge, Skills and Abilities

- Strong analytical and problem-solving skills, with ability to make sound judgment and decisions 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

- Proactive, resourceful, solutions-oriented and results-oriented

Preferred Qualifications

- Experience engaging with partner organizations
- MEAL skills and experience required.
- 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.

Required Languages – Haitian Creole and French required, English a Plus.

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

Supervisory Responsibilities (if none, state none)

- Field Supervisors

Key Working Relationships:

Internal: Field supervisors, Literacy and SEL Officer, WASH Officer, Head of Education for Haiti, Supply Chain Manager, Finance, Human Resources, Project Director, Technical Coordinator, MEAL Staff, Government Liaison.

External: Partner staff, Teachers, School administrators, School staff, MENFP departmental and communal level staff, local authorities.

Basic Qualifications

- Bachelor's Degree in education or a relevant technical area (i.e. human sciences, psychology, sociology or other humanities).
- Minimum of 3 years' experience in relevant field-based project coordination experience required, with preferably at least 2-3 years working in the area of Education.

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 &

***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. Stewardship

Candidates should send their CV, diplomas, motivation letter. Subject should contain " Department Coordinator " at haiti.recruitment@crs.org by Feb 23,2022