

JOB OPENING INTERNAL/EXTERNAL

J /P Haitian Relief Organization is looking for a:

Project Officer -

Position Title	:	Plezi Mizik Project Officer
Supervisor	:	Programs Director and cross-line with Junior Project Manager
Type of Contract	:	Fixed term contract
Location of Position	:	Port-au-Prince, Haiti

About J/P Haitian Relief Organization

Founded by Sean Penn in 2010, J/P Haitian Relief Organization (J/P HRO) is dedicated to providing long-term support for the people of Haiti and empowering the Haitian community to build sustainable programs. Following the tragic earthquake of 2010, J/P HRO immediately began working to assist the most vulnerable to safer, healthier, and stronger neighborhoods. The organization implements four linked programs—Community Health, Disaster and Risk Reduction, Education, and Community Development.

J/P HRO works with the support of and in collaboration with the local and national government, community-based & based organizations, other international NGOs, UN agencies, donors, and—most importantly—the community members themselves, in partnership with The Government of the Republic of Haiti.

Objective

J/P HRO is recruiting a full-time Project Officer whose responsibility is to assist the Junior Project Manager in implementing the project activities. He/she will also produce technical reports and track monitoring and evaluation indicators in collaboration with the team to ensure effective management of the music project and building capacity of partner sites in social mobilization to achieve community empowerment.

Background

Through a strategic partnership with Music Heals International, Community Organized Relief Effort (CORE), known in Haiti as J/P HRO, has been successfully implementing the Plezi Mizik: Composing Futures program in Haiti since 2014. This program focuses on music as a transformative tool that makes a difference in the lives of school-aged children by promoting success, building resilience, and inspiring

creativity and inclusion. The project uses the "Music as a Second Language" approach, curriculum, and methodology of technical advisor and training partner, Little Kids Rock, adapted it to the Haitian context. J/P HRO works directly with seven (7) schools and community partners to train their teachers and provide technical support and guidance on managing instruments and music lessons.

The Project Officer will serve as the backbone for all support that the Junior Project Manager might need. S/He will work closely with the team to bring necessary administrative and technical support including financial management, proposal development, and monitoring and evaluation.

Core functions and Responsibilities

- Develop excellent skills to accompany the project staff through technical support and suggest strategies to reach the project performance indicators;
- Work closely with the Junior Project Manager to assist him in any technical task he might have during the implementation process;
- Provide direct training and support to assist local implementing partner sites when necessary;
- Serve as technical support to help the Junior Project Manager in the achievement of the following tasks:
 - o Ensure proper administrative procurement and financial procedure follow-up;
 - o Contribute to the formulation of the budget proposal and adhere to financial management procedures;
 - o Assist the Junior Project Manager in drafting periodical reports, including reporting on monitoring of the field activities;
- Provide recommendations toward further improvement to bring to the project;
- Undertake any other related duties as may be assigned.

Skills and abilities

- Demonstrate accurate knowledge and practical experience in working with results-based project management;
- Demonstrate strong skills in budget planning and budget management, and also strong knowledge in monitoring and evaluation systems;
- Prove substantial experience in developing and delivering successful administrative tools and practice to ensure that the project can achieve results according to a detailed work plan properly elaborated;
- Solid organizational skills and capacity to prioritize, work productively and accurately while being under pressure in a fast-paced, demanding environment;
- Coordinate multiple tasks and maintain attention to detail;
- Excellent interpersonal and problem-solving skills.
- 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: produce and deliver quality results in a service-oriented and timely manner; 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.

Communication: encourage and contribute to clear and open communication; explain complex matters in an informative, inspiring and motivational way.

Qualification & Work Experience:

- At least a Bachelor's Degree in Social Sciences with academic training in project management, budget management, and planning or a similar academic field
- Minimum of 3 years of work experience with local and non-governmental organizations, with a focus on project management, business development, and all related aspects such as planning, budget forecast & management;
- Strong ability in report writing for donors;
- First-hand knowledge of the Haitian context, especially in vulnerable communities
- Experience in working in challenging environments and with a variety of stakeholders;
- Experience in monitoring, verification, and reporting.
- Strong written and oral communication in French, Creole, and English are strongly required;
- Good written and oral communication skills, effective in representation and liaison with external parties;
- Strong computer skills with MS Word, Excel, and PowerPoint;
- Familiar with monitoring and evaluating in the community context.

Application file must have:

- Cover letter;
- Curriculum vitae;
- Copies of diplomas or certificates obtained;
- ID.

Interested parties are requested to submit their application, mentioning in the subject of the email the job title " Plezi Mizik Project Officer " no later than **May 15th, 2022, 5:00 p.m.** by email to: hrstaffing@jpbro.org

We will only contact selected candidates and strongly encourage women's applications.