**JOB DESCRIPTION**

**JOB TITLE:** Project Manager (PM), SCOPE

**SUPERVISOR:** World Relief Haiti Director of Programs

**PROJECT :** Scope

**LOCALISATION :** Port-au-Prince, Haïti (World Relief Haiti, with frequent field travel, 40%)

**SCHEDULE:** 40-48 Hour per week

**CLOSING DATE**: July 8, 2022

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**SCOPE Project:**

Implemented by World Relief in Haiti, Kenya, Malawi and South Sudan, the USAID funded SCOPE project seeks to use and improve existing private and public health systems, working with health service providers to co-train community health actors and strengthen policies to improve access to services. SCOPE increases demand for services by training mothers and caretakers on preventative health measures and health seeking behavior change. SCOPE provides this training through some of the most trusted voices in the community: religious leaders and neighbors and will improve advocacy efforts at various levels of the Ministry of Health through strong local partners -- churches, religious networks, and Christian Health Associations. These local partners are essential for SCOPE’s collaboration, learning, and long-term sustainability.

**ESSENTIAL FUNCTIONS:**

***Operations management***

* With collaboration with SCOPE project management team, outline in country project implementation plan and timeline and Yearly Work Plan.
* Ensure that all country specific targets of projects are met accurately and in a timely manner.
* Manage M&E Officer and team of field supervisors to ensure they are meeting the requirements of their roles. Provide consistent performance management and coaching of reports. Support hiring process of new staff as needed.
* Prioritize a diverse and healthy working environment, exemplify Christian values among your team.
* With a dotted line of responsibility to Project Accountant, ensure that all project operations take place within the allotted annual project budget
* Lead reporting activities through the project cycle - start-up, implementation and close-out.

***Implementation support***

* Provide consistent field support to project implementation sites. Ensure that teams have the resources they need to work efficiently. Troubleshoot and provide solutions for problems that may arise throughout the project timeline.
* Coordinate team trainings.
* Elevate staff needs or resourcing needs expeditiously to avoid project bottlenecks.
* Provide overall project quality oversight.

***Relationships with local stakeholders:***

* As aligned in contract with SCOPE subrecipient, manage relationships and deliverables of Local Health Associations.
* Serve as secondary level project contact to local partners, with direction from Chief of Party, Programs Director and Country Director.
* In all interactions, strengthen local partnerships with other agencies, Ministry of Health and local level staff.

**EXPERIENCE AND REQUIREMENTS:**

***Education and Experience:***

* Master's Degree in Management, International Development, International Relations or relevant sector required. Additional experience may substitute for some education.
* Minimum of 2 years of relevant field-based experience in coordinating or managing light to moderately complex projects required, preferably with an NGO.
* Excellent written and oral English skills.
* Relevant grant management experience, especially for USAID is a plus.
* Partnership capacity strengthening and partnership relation management experience preferred.
* Experience working with stakeholders at various levels and strengthening community partnerships.
* Experience with human subject protection.
* Experience implementing gender-sensitive programming.
* Staff supervision experience.
* Ability to contribute to the development of technical proposals, a plus.
* Experience analyzing, interpreting data and contributing to evaluation reports.
* Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

**IT IS MANDATORY TO HAVE ENGLISH-SPEAKING CANDIDATES**

***Personal Skills:***

* Commitment to World Relief’s values.
* 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 and strong leadership skills.
* Ability to contribute to written reports
* Fluent with French and Creole languages
* Proactive, results-oriented, and service-oriented
* Strong collaborative attitude
* Attention to details, accuracy and timeliness in executing assigned responsibilities.

**FEMALE APPLICANTS ARE ENCOURAGED TO APPLY.**

**How to Apply**

Please send your applications to the following email address: wrhadmin@wr.org with “**SCOPE Project Manager**" in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained.