

## **JOB OPENING INTERNAL/EXTERNAL**

### **J /P Haitian Relief Organization is looking for a: Technical Assistant for Plezi Mizik Project -**

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<b>Supervisor</b>	:	Plezi Mizik Junior Project Manager
<b>Type of Contract</b>	:	Fixed term contract (CDD in French)
<b>Location of Position</b>	:	Port-au-Prince, Haiti

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#### **DESCRIPTION AND BACKGROUND**

Founded by Sean Penn in 2010, J/P Haitian Relief Organization (J/P HRO) is dedicated in 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. Consisting of 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 local and national government leaders, community-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.

J/P HRO is recruiting a full time Technical Assistant to provide technical support to the Junior Project Manager of the Plezi Mizik Project to ensure an effective management of the music project and capacity build to the partner sites in the field of social mobilization to reach community empowerment.

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 Technical Assistant will serve as backbone for all technical support that the Junior Project Manager might need. S/He will work closely with the team to bring necessary administrative and programmatic support related to all aspects of the community program's portfolio including personnel management, financial Management, proposal development, strategic planning, project design and monitoring and evaluation. S/he will also support the Junior Manager in strengthening relationships between J/P HRO national and international Organizations to coordinate wider development efforts and services with oriented actions towards capacity building and sharing experiences to the team.

### **Functions and Responsibilities**

- Develop excellent mentorship 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 technical assistance to local implementing partner sites when necessary.
- Ensure that all local implementing partners and project staff understand the essentials of the project goal and achieve their duties in accordance with the project expected outcomes.
- Serve as technical support to help the Junior Project Manager in the achievement of the following tasks:
  - o Develop all programmatic tools, including Monitoring and Evaluation tools, training manuals, and Management tools for the project's effectiveness.
  - o Contribute to community project design, concept, and proposal development to seek new funds and new partnerships.
  - o Develop and manage the budget for development-oriented activities for community improvement.
  - o Ensure proper administrative procurement and financial procedure follow-up.
  - o Contribute to formulating budgetary proposals and adhering to financial management procedures.
- Provide recommendations toward further improvement to bring to the project.
- Assist the Junior Project Manager in drafting periodical reports, including reporting on monitoring of the field activities.
- Undertake any other related duties as may be assigned.

### **Key responsibilities**

- Develop a strong knowledge and familiarity in the fields of project management and project development by highlighting best practices in the sector.
- Demonstrate good knowledge and practical experience in working with results-based project management.
- Demonstrate strong skills in budget planning and budget management, and strong knowledge of monitoring and evaluation systems.
- Proven 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.
- Demonstrated ability to work across a wide variety of sectors/teams on cross-cutting themes, including community and cultural development.
- Coordinate multiple tasks and maintain attention to detail.
- Demonstrated ability to always maintain confidentiality, respect, non-discrimination, and safety of beneficiaries and partners.
- Familiarity, networking, and working relationships with community leaders.
- Solid organizational skills and capacity to prioritize and work productively and accurately while being under pressure in a fast-paced, demanding environment.
- Excellent interpersonal and problem-solving skills, with the ability to effectively network and manage a variety of relationships in a multicultural environment; and adaptability and flexibility to adjust to changing schedules and priorities.

- Flexible work attitude, ability to meet unexpected demands, and capacity to work both in a team environment and independently toward project objectives and established deadlines.

## **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 assuming responsibility for own actions.

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

## **Work Experience:**

- Minimum of five (5) years of work experience with a national or international organization, with a focus on project management, business development, and all related aspects such as planning, budget forecast, and budget management.
- Strong capacity in report writing most for donors.
- Experience in working in challenging environments, and with a variety of stakeholders.
- Experience in monitoring, verification, and reporting.

## **Qualifications:**

- Bachelor's degree in Social Sciences with academic training in project management, budget management, and planning.
- Previous work in the methodology results-based project management with a non-governmental organization is required.
- Excellent training skills, and experience in Capacity Building for partners.
- First-hand knowledge of the Haitian context, especially in vulnerable communities.
- Strong written and oral communication skills, in French and 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.
- Familiarity with monitoring and evaluation in the community context.

**Estimated Duration:** A five (5) month contract covering the period from December 5<sup>th</sup>, 2022, to April 30<sup>th</sup>, 2023. This position will be based in Port-au-Prince, West. The position may be renewed after the period upon the availability of the donor's fund.

**How to apply**

If you believe your qualifications meet the requirements, please submit applications in one document to the Human Resources Department to: [hrstaffing@jphro.org](mailto:hrstaffing@jphro.org) mentioning in the subject of the email the job title "**Project Technical Assistant**" no later than November 26<sup>th</sup>, 2022, at 4:00 pm. All qualified and selected candidates must be on board in December 2022

**Applications must have:**

- Cover letter.
- Curriculum vitae.
- Copies of diplomas or certificates obtained.
- Work certificates for all positions mentioned in the CV.
- ID.

***Only selected candidates will be contacted for interviews!***

***We strongly encourage female candidature***