

## **JOB OPENING INTERNAL/EXTERNAL**

**J /P Haitian Relief Organization-CORE is looking for a:**

### **Program Manager Haiti Earthquake Shelter, Settlement and Food Security**

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<b>Supervisor</b>	: Project Director
<b>Location of Position</b>	: Paillant (Nippes Department)

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#### **Description:**

Under the direct supervision of the Project Director and in line management with JPHRO structure, the Program Manager is responsible for leading the planning, implementation, and evaluation of the Haiti Earthquake Shelter, Settlement and Food Security project focused on improving and strengthening community resilience. The Program Manager will work with the management to identify and achieve program goals. The Program Manager will develop and monitor program budget, supervise staff, and deliver program reports to J/PHRO-CORE management, funders, and other partners.

#### **Responsibilities and Duties:**

- Oversee programs and activities in accordance with program goals and objectives and the mission of the organization.
- Collaborates with other departments, leaders across the organization and other partners in the administration of the program.
- Identifies growth opportunities and further efficiencies that impact the program success and aids in development of strategic plans to achieve objectives.
- Works with internal/external stakeholders to maintain and further develop program growth, community outreach activities, as well as relationship building and maintenance in collaboration with the Project Director.
- Plans, develops, coordinates, and organizes resources to meet program objectives; may be responsible for identifying program participants.
- Creates and fosters a collaborative and positive relationship building dynamic with internal staff and external parties.
- Responsible for developing and implementing any applicable education, training, on-boarding and/or mentorship of staff
- Ensures compliance with grant guidelines by referring to the organization procedures and rules.
- Maintains staff and program compliance with organizational policies and procedures.
- Researches, gathers, organizes, and summarizes data for evaluating performance of program or other program operations.
- Develop, evaluate, recommend, and implement procedures for data collection, management, and quality control.
- May analyze data for trends or conclusions and presents results and

- recommendations to senior leadership.
- Represent J/PHRO-CORE at selected community events upon request of direct supervisor.
- Other duties as assigned.

### **Qualifications and skills required.**

- Bachelor's degree in Program Management, Social Science studies or any other related field.
- Minimum five (5) years in program management, preferably in the public or non-profit sector
- Minimum 2 years supervisory experience
- Demonstrated experience with preparing and monitoring grant funded program budgets
- Demonstrated experience working with diverse populations
- Excellent written and verbal communication skills in French and English
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Familiarity with community-based organizations
- Goal-oriented, organized team player
- Ability to work independently and as part of a team
- Work proactively with little supervision
- Flexible and adaptive to a frequently changing environment
- Strong project management, leadership, and organizational skills
- Close attention to detail and a high level of accuracy

### **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); no later than **March 31, 2023, at 4:00 pm**. Selected candidate must be on board in May 2023.

- Your resume
- A cover letter explaining your suitability against the essential criteria in the job profile.
- Copy of diplomas related to qualifications needed.

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

**We strongly recommend females candidature.**