



ASB-HAITI, Climate II Project Coordinator Job Description

Reports to:	ASB-HAITI Country Director
Grade:	X
Department:	Program
Type of contract:	Fixed –Term (one-year renewable)
Workstation:	ASB South Office
Publication date:	April 10, 2023
Application deadline:	April 24, 2023

Position summary:

Under the direct leadership and supervision of the ASB-HAITI Country Director and close coordination with the ASB-HAITI team, the Climate II Project Coordinator will provide technical and strategic support to the local partners on project quality from the planning phase to the phase out. The PC will ensure the overall coordination of the project to ensure the project teams from SAH, FeODTi and ASB work in synergy for well-coordinated actions and to maximize project resources. He/she will ensure the project lobbying and do the interface between the project and the Haitian Government Entities, local authorities, community leaders, the civil society, and international partners to advocate for the project. He/she will play a key role in ensuring the coordination between ASB and implementing partners.

Responsibilities:

The responsibilities of the Project Coordinator will include but not limited to the following:

- Ensure the overall coordination of the project between ASB, the donor and the two implementing partners to ensure the project is implemented in accordance with the donor requirements while making sure that the project meets the community's needs.
- Supervise and lead the two local partners during the all the implementation process of Climate II project while providing them all needed support for the project success.
- Monitor project plans, project schedules, work hours, budgets, and expenditures to ensure partners work within project timeline and budget.
- Chair, attend, and participate in stakeholder meetings regarding the project implementation processes.
- Provide technical and strategic support to implementing partners in line with the project objectives.
- Ensure that project activities are implemented in a timely fashion to avoid the need for an additional budget.
- Work with implementing partners to mitigate risks and develop action plans to anticipate necessary changes where applicable.
- Ensure that the project adheres to the project framework and all documentation is maintained appropriately for the project.
- Ensure stakeholder views are managed towards the best solution.
- Lead the project reporting process on a regular basis to ensure ASB and the donor are informed of the project progress as regularly.



- Foster synergy between the two implementing partners to ensure proper coordination of the project.
- Maintain regular contact between implementing partners, donor and ASB to ensure everyone is on the same page.
- Should any conflict arise in the implementation of the project implementation process, the Project Coordinator will participate in a conflict resolution process as agreed with the partners.
- At all times the Project Coordinator will act in a professional and courteous manner and will maintain a positive image of the project, ASB and the donor.
- Participate in project design meetings to propose new project opportunities within ASB.
- Evaluate potential problems and technical hitches and develop solutions.
- Plan and manage team goals, project schedules and new information.
- Supervise the Climate II project and coordinate all team members to keep workflow on track.
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored.
- Direct project correspondences by preparing and reviewing, memos, meeting minutes and emails.
- Communicate with local partners to identify and define project requirements, scope, and objectives.
- Adhere to budget by monitoring expenses and implementing cost-saving measures.
- Review, approve and recommend all project expenses to the ASB-HAITI finance department to facilitate project activities.
- Implement other relevant activities as requested by the ASB-HAITI Country Director

Qualifications, experience, and skills

Qualifications

- Bachelor's degree or above in a related discipline such as Agronomy, Biological sciences, Environmental Sciences or Rural Development. A bachelor's degree in rural engineering with extensive experience in project management can be considered.

Experience

- At least 7 years' relevant practical experience with international organizations in the field of education for sustainable development including work with schools, forests, rural communities and disaster risk reduction, food security and Livelihoods.
- At least five years of experience as project manager or project coordinator with an international organization, preferably in Haiti.
- Experience working in the South peninsula of Haiti will be an asset.
- Experience in producing awareness raising material and arranging public events.

Skills

- Fluent written and spoken French required.
- Strong writing skills in English is preferred.
- Competent with computers including word processing and spreadsheet programs.
- Strong communication and teamwork skills essential
- The candidate must be highly motivated; able to work independently and committed to building his/her professional skills.

How to apply:

Interested applicants need to send their applications containing the following documents: CV, cover letter, copies of degrees and certificates to recrutement.asb@gmail.com by April 24th, 2023 before 5:00 pm EST.

Note: only shortlisted candidates will be contacted for the next step.