**Job Description**

**Job Title: Program Development & Quality Manager**

**Organization: Arbeiter-Samariter-Bund Deutschland e.V. (ASB)**

**Reports to: ASB-HAITI Country Director**

**Workstation: Port au Prince with frequent mission trips to the ASB’s other intervention areas**

**Duration: Fixed-Term (Renewable)**

**Publication date: 06/11/2023**

**Deadline: 05/12/2023**

**BACKGROUND:**

The **Arbeiter-Samariter-Bund (ASB)** is a German aid and welfare organization with more than 300 branches at national, regional, district and municipal level all over Germany.

More than 1.3 million members provide a broad social basis for our organization and more than 20,000 employees as well as over 17,000 volunteers form part of the ASB ensuring a high level of quality in areas such as rescue services, civil protection, and social services. Since its foundation in 1888, ASB has acted as a politically and denominationally independent association ensuring a high level of continuity and reliability. **ASB’s** **Foreign Aid Department** provides both direct emergency relief to people hit by human-made or natural disasters and longer-term rehabilitation measures designed to promote recovery and to rapidly help restore the livelihoods of refugees, internally displaced persons, and other vulnerable groups. ASB currently has a portfolio of more than 100 relief, rehabilitation, development, and inclusive Disaster Risk Reduction (DRR) projects runs own offices in Bosnia and Herzegovina, Georgia, Greece, Haiti, Indonesia, Iraq, Kosovo, Nicaragua, Niger, Serbia, and Ukraine.

ASB started its operations in **Haiti** immediately after the catastrophic earthquake in 2010, supporting the affected population through an emergency program, including reconstruction and rehabilitation of destroyed houses in Petit-Goâve and Grand-Goâve. Humanitarian aid was provided as well after hurricane Matthew (2016), the corona pandemic (2020) and the recent earthquake in the south department (2021), with special emphasis on inclusive access to clean water through water filter systems.

From 2013 to 2020, ASB implemented transitional aid projects with financial support from the German Government. It aimed at strengthening disaster resilience of the rural population. Since then, all projects have been implemented by local partner organizations and follow a multi-dimensional approach to resilience building. Project measures comprise areas such as food security, WASH, disaster risk reduction, climate crisis adaptation and social inclusion with particular focus on the empowerment of persons with disabilities and their organizations. Geographically, the projects are implemented in several municipalities of the Departments Sud, Ouest, Nord and Centre.

During project implementation, ASB contributes to capacity building of partner organizations, target groups and stakeholders, and proper coordination among the involved actors. For technical support, project coordination and program development, ASB runs its country office in Port au Prince and a field office in Port Salut.

ASB is seeking a qualified Program Development, Standars and Quality Manager to support the day-to-day ASB-HAITI activities related to Program planning and implementation including program design and program quality insurance.

**Position Summary:** Under the leadership and supervision of the ASB-Haiti Country Director, the Program Development & Quality Manager (PDQM) is a professional who works with ASB to secure funding and ensure program quality insurance. He/she will work directly for ASB as the primary person in the field of program development and quality management. The PDQM will be tasked with identifying potential donors, developing relationships with them, and convincing them to make donations to ASB via professionally written concept notes and proposals. He/she will lead communications with local partners and work closely with the Program Unit (PU) and Operations to lead program design and ensure program quality insurance during program implementation.

**Main Duties:**

The Program Development & Quality Manager’s main roles and responsibilities will include, but not limited:

* Lead the development of project/program proposals, concept noted, donor and internal program reporting processes.
* Manage the organization’s database of donors and prospects, including updating contact information and making sure that the database is compliant with all privacy regulations.
* Conduct research on potential donors’ interests, backgrounds, and affiliations with the organization
* Coordinate with the ASB Country Director or other staff members to identify prospective donors and develop plans to solicit their contributions.
* Develop a list of prospective donors and cultivate relationships with them to solicit donations.
* Track donations and account for them in accordance with local regulations
* Coordinate special events such forums and workshops to share ASB’s achievements to draw donors’ attention.
* Identify potential program partners, and work with them to design and develop grant concepts and activities, through networking and outreach, under the overall direction of the ASB-Haiti Country Director.
* Consistently develop strategically relevant concepts that respond to the established program goals and objectives.
* Demonstrate high level of understanding major donors such as BMZ, GFFO, USAID, European Union, ECHO, World Bank, and others. This includes doing activity write-ups and supporting due diligence processes.
* Demonstrate a high level of understanding of prior implementation challenges and actively incorporate lessons learned into the design of new activities.
* Proactively share lessons learned across the program and contribute to the development of new tools and knowledge that can be integrated into program’s M&E function.
* Actively participate in the problem solving and troubleshooting throughout the grant cycle to assure implementation remains within the spirit of the original design concept.
* Provide technical assistance to grantees and potential grantees as required, throughout the activity cycle, in coordination with other staff.
* Closely analyze rapidly changing environment on an ongoing basis, and contribute to rolling assessments, strategic review sessions, and recurring meetings.
* Facilitate and maintain linkages and networking among various actors. Support collaboration with partners, government, and other key stakeholders as a base for building/maintaining/expanding overall program impact.
* Use an Activity Database to document and monitor activity updates, in close coordination with other MEAL Unit.
* Work closely with MEAL team to coordinate monitoring of the activities under implementation to ensure that they meet activity and program objectives and produce regular site visit reports.
* Lead monthly, quarterly, and annual program reporting process following specific templates draft other program technical reports based on requests.
* Travel to project’s areas of operation as directed by supervisor.
* Identify key areas of interventions needed and develop specific interventions to assist better implementation.
* Coordinate the development of long-term, medium, and short strategic plans with the ASB-Haiti Country Director.
* Facilitate the adoption of the Strategic Plans by various policy structures and support periodic reviews of the strategic plans.
* Support the preparation of annual program planning.
* Facilitate the development and strengthening of country project/ program as required.
* Support the country office in solicitation of funding for program and project implementation.

**Minimum Qualifications:**

* At least seven (5) years of relevant experience required.
* Experience working with local organizations or community-based groups in a relevant field, including but not limited to community engagement, institutional capacity building, civic education, or advocacy.
* Experience working with donors such as BMZ, USAID, European Union, ECHO, GFFO is highly required.
* Strong analytical skills and understanding of local and country context and social conditions in Haiti, with the ability to think creatively in conceptualizing relevant activity ideas.
* Experience in working with local partners on project design and implementation of activities required.
* Strong written and oral communication skills.
* Ability to effectively use computer software and MS Office applications. Willingness to learn how to use the program’s Activity Database.
* Fluency in written and oral English and French is required.

**Core Competencies:**

* Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
* Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people’s ideas and thoughts.
* Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
* Anticipates, monitors, and meets the needs of beneficiaries and responds to them in an appropriate and responsive manner.
* Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
* Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.
* Demonstrates integrity by modeling the ASB’s values and ethical standards.
* Promotes the vision, mission, and strategic goals of ASB.
* Displays culture, gender, religion, race, nationality and age sensitivity and adaptability.
* Treats all people fairly without favoritism.

**Functional Competencies:**

**Knowledge Management and Learning**

* Promotes knowledge sharing and learning culture in the office.
* In-depth knowledge on development issues.
* Ability to advocate and provide policy advice.
* Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

**Development and Operational Effectiveness**

* Ability to lead strategic planning, results-based management, and reporting.
* Ability to lead formulation, implementation, monitoring and evaluation of development programs and projects, mobilize resources.
* Good knowledge of the Results Management Guide and Toolkit.
* Strong IT skills.
* Ability to lead implementation of new systems (business side) and affect staff behavioral/ attitudinal change.

**Management and Leadership**

* Focuses on impact and result for the client and responds positively to feedback.
* Leads teams effectively and shows conflict resolution skills.
* Consistently approaches work with energy and a positive, constructive attitude.
* Demonstrates strong oral and written communication skills.
* Builds strong relationships with clients and external actors.
* Remains calm, in control and good humored even under pressure.
* Demonstrates openness to change and ability to manage complexities.

**Submission of applications:**

* Applications must include:
  + A detailed and up-to-date curriculum vitae
  + Covering letter (1 page only) including salary requirements
  + Copy of National Identity Card (CIN)
  + Copy of diplomas
  + References or certificates of employment.

Please provide the names, positions, organizations, telephone numbers and e-mail addresses of three (3) referees.

* Applications must be sent by e-mail only to the following address: [recrutement@asb-haiti.org](mailto:recrutement@asb-haiti.org) with a copy to [achillep@asb-haiti.org](mailto:achillep@asb-haiti.org) no later than 05 December 2023 at 23:59.
* Only short-listed candidates will be contacted.