



GOAL-HAITI
Description de poste

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| Job Title | Program Director |
| Job Location | Port au Prince, Haiti (with regular short-term travel in the Country and occasionally in the LAC region) |
| Start Date | Early 2024 |
| Contract | 12 months |
| Reporting To | Country director |

General Description of the Programme

GOAL is an international humanitarian agency established in 1977 and currently operational in 13 countries worldwide. GOAL has an annual budget of approximately €130m and is supported by a range of donors including the Irish Government, UK Government, USAID and the European Union.

GOAL has been operating in Haiti since the country was devastated by a major earthquake in January 2010. GOAL is transitioning to a much longer-term programming approach linking relief and recovery to development through an integrated community-led development programme approach. GOAL Haiti has developed a strong focus on urban development and building of resilience within urban communities. The EU has recently launched an urban development programme under the 11th FED: URBAYITI. This program aims at improving resilience, infrastructures and services of three communes in Haiti.

GENERAL DESCRIPTION OF THE ROLE

Overall the PD is responsible for the development of the programme and the quality of programme delivery. Experience in delivering quality programming, on time and on budget are key requirements of a successful applicant. Integrating service delivery between all programming sectors of Humanitarian Leadership, Resilience Capacity Building, Urban DRR and Development of Resilient Market Systems is central to the role of the PD programmes. The PD has responsibility for line-managing each of the sector leaders as well as the Grants manager and M&E Manager. The PD has responsibility for ensuring that GOALS approach in resilience, systems thinking, behaviour change, and inclusion are appropriately embedded in programme design and implementation. From GOALS operational base in Port au Prince, the position will support GOALS programming in Haiti and where relevant support GOALS programming in the LAC region.

RESPONSIBILITIES**PROPOSAL WRITING & REPORTING**

Oversee proposal development from a programme perspective with assistance from the Grants Manager. Assist the CD, Grants Manager, PSO and Programme Leads in all aspects of GOAL Haiti reporting activities to Head Office (HO), Regional Director and donors. Oversee the production and submission of interim and final donor reports and monitor programme progress. Input into these documents will originate from the programme teams and will include contributions made by the Financial Controller (FC) and CD.

PROGRAMME DELIVERY

Overall the PD has responsibility for ensuring that programmes are well designed, delivered on time and on budget, are appropriately monitored and evaluated, deliver as expected to our target communities and are appropriately reported to donors and other stakeholders. The PD should provide leadership in the design and delivery of GOAL Haiti programmes. Understanding the needs, challenges and priorities of the current programme as well as understanding the next steps for the programme at a community level are key responsibilities. The PD is held responsible for the quality of programme delivery and output and ensuring that GOAL is delivering to our communities of operation in an integrated and unified way. This will involve ensuring regular and appropriate forums for information exchange across and between programme sectors, and effective grant and programme planning and management. Supporting the development of in country expertise in each sector and supporting a national staff capacity building agenda are important parts of the



role.

MONITORING AND EVALUATION

Oversee donor and internal reporting. Support the development of appropriate M&E and programme management tools and systems. Develop internal mechanisms for institutional learning and memory. Improve the quality of services provided, through support, supervision of key staff, analysis and dissemination of M&E data and lessons learnt, and review of GOAL and other best practice guidelines; FINANCIAL MANAGEMENT AND ACCOUNTABILITY Assist with the financial management of programme budgets with the assistance of the FC/ACD-S. Carry out detailed reviews of monthly management accounts and donor status reports with the FC/ACD-S. Ensure and support Programme Leads (budget holders) to complete regular budget reviews and forecasts and have the information required for accurate budget management and planning. Assist where required with in-country donor financial audits. HUMAN RESOURCES Direct line management of Programme Leads and Grants Manager and overall responsible for management of GOAL's programme staff, working with Line Managers and HR to ensure that all staff have relevant objectives, job description and that performance reviews take place. SECURITY/SAFETY Work with the CD and Security Focal Point to ensure the safety and security of all GOAL field staff at all times REPRESENTATION Delegate for the CD in liaison with Government partners, regional and local authorities; donors; local agencies etc. at all levels of project implementation as required. MEDIA/PR/VISIBILITY Support the CD in the development of publicity materials, including project and programme brochures, case studies and press releases. Other tasks as requested by CD REQUIREMENTS · Relevant third level qualification · Minimum of 7 years management experience in humanitarian assistance/development programmes, at least 2 years of which must be at senior management level. · Experience of managing large teams of people · Experience of liaising with donors, partners and other agencies, contractors, suppliers, and government officials. · Strong writing skills and ability to write quality donor proposals and reports. · Flexibility to adapt to changing requirements. · Budgetary control and financial management skills. · Fluent English, French, Creole, and Spanish are some advantages · Good team player, capable of working with a multinational country team.

GOAL has a Staff Code of Conduct and a Child Protection Policy, which have been developed to ensure the maximum protection of programme participants and children from exploitation. GOAL also has a confidentiality policy ensuring the non-disclosure of any information whatsoever relating to the practices and business of GOAL, acquired in the course of duty, to any other person or organisation without authority, except in the normal execution of duty. Any candidate offered a job with GOAL will be expected to adhere to these policies any job offer made is also subject to police clearance. GOAL is an equal opportunities employer.

This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document. Any published closing dates are estimated. Due to the nature of GOAL's work we aim to fill vacancies as quickly as possible. This means that we will close adverts as soon as we have found the right candidate, and this may be before the published closing date. We would therefore advise interested applicants to submit an application as early as possible.