



**SAMARITAN'S PURSE INTERNATIONAL RELIEF | HAITI COUNTRY OFFICE**  
**JOB DESCRIPTION**  
**LIVELIHOOD PROGRAM OFFICER**

Job Title: Livelihood Program Officer  
Reports to: Program Manager  
Updated date: June 11, 2024

**SUMMARY:** The Livelihood Program Officer is responsible for the smooth carrying out of field activities – development of training materials, conducting of training, ensuring the minimum standards are met and quality control is carried out throughout the implementation of Livelihood program. The post holder will report to the Program Manager (PM), and will work closely with the program coordinator. The post holder will be based in Cap-Haitian, but is required to travel up to at least 80% of the project sites.

The post holder is also responsible to liaise with partners, volunteers, local authorities and local NGOs working in the same field, and identify opportunities for integration and expansion of livelihood activities through adaptive management (lessons learned). Assist the Project team in quality control, and monitoring of all Livelihood activities.

This position requires commitment to, understanding of, and compliance with Samaritan's Purse (SP) Mission and Statement of faith as well as all other SP policies (FOGs and others).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Program Implementation:** Ensure the deliverables (activities) of the project are processed according to project plan

- Conduct activities in accordance with the logical framework of the project
- Work harmoniously and closely with stakeholders and partners to ensure community participation to relevant activities during the project cycle.
- Assist the regional field activity coordinators and trainers, in collaboration of the project team, to address challenges encountered on the field.
- Plan, prepare and facilitate training of partners and beneficiaries as needed
- Maintain a Christian witness to communities
- Undertake any other duties as designated by the Program Manager to support the smooth operations and functioning of the department with a generous and service-oriented spirit.

**Monitoring:** Ensure to follow the tracking of activities through related and specific indicators.

- Help with collection of qualitative data from community members or project beneficiaries through appropriate and validated tools
- Conduct community meetings, critical incident reports, and focus group discussions to gather qualitative data from project beneficiaries

- Ensure the deliverables (activities) of the project are processed according to project plan
- Conduct regular field visits to provide gather lessons learned that will help to address programmatic challenges, explore potential new projects, verify reports and confirm quality of implementation.
- Support program team to ensure that quality management requirement is met throughout the implementation of the project

**Reporting:** Write field visit report to provide feedback on quality of the works underway to further advise program management of any corrective measures to be taken

- Complete the weekly work plan and weekly report in accordance with the project using appropriate templates
- Prepare high-quality reports of tasks and activities and submit on time.
- Document challenges encountered and lessons learned during project implementation
- Keep line managers informed of humanitarian needs and the vulnerability of populations
- Be intentional in sharing information and communications in a timely manner

## **MANAGEMENT AND ADMINISTRATION**

- Attend daily morning devotions and participate in prayer support for the ministry
- Maintain a strong Christian witness to colleagues, vendors, beneficiaries and the general public
- Demonstrate exemplary Christian servant leadership in all aspects of work and relationships.

**QUALIFICATIONS:** To perform this successfully, an individual must maintain a personal relationship with and be consistent witness for Jesus Christ, as well as able to perform each essential duty satisfactorily. The requirements listed below are only representative of the knowledge, skill, and/or ability required:

- Creative and strategic thinker with strong capacity to execute
- Takes initiative, is responsive and dependable team player
- Compassionate to serve and willing to travel in and out of field
- Is practical and prompt with good reasoning skills
- Able to keep communication lines open with all parties
- Organizational and time management skills
- Good interpersonal and written oral communication skills
- Experienced networker and multi-cultural team player
- Ability to coordinate activities with other agencies and maintain positive working relationships

## **EDUCATION KNOWLEDGE SKILLS AND EXPERIENCE:**

- At least a bachelor's degree in business administration, economics, development or a related discipline (candidate with agronomy background are also encouraged)
- At least 2 years with strong field work experience
- Experience in mobilizing, and meetings and trainings facilitation
- Competent in applying best practices in monitoring and evaluation
- Demonstrated skills at report writing
- Excellent verbal and written communication skills, with meticulous attention to detail
- Possess and valid driver's license and be able to drive as needed in support of the program

## **LANGUAGE:**

- Fluency in French and Creole
- Proficiency in English (both verbal and written) is a requirement

**DISCLAIMER CLAUSE:** This job description is not an exhaustive list of skills, effort, duties and responsibilities of the position

**Note:** This job description is intended as a guide and should not be viewed as an exhausted list of duties and responsibilities. It may also be reviewed from time to time in the light of changes in strategic development and following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievement of the responsibilities above in accordance with the performance review process.

**Date of issue:**

Employee Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Interested candidates should send their letter of application, CV, diploma and certificate by e-mail to: [SPHaitiRecruitment@samaritan.org](mailto:SPHaitiRecruitment@samaritan.org). The deadline for applications is July 19, 2024. **Please note that only shortlisted candidates will be contacted.** Interviews will take place on an ongoing basis and the vacancy will be closed once filled.