

Employment Opportunity: Haiti Relief Program Manager (1 yr contract, renewable)



Canadian Baptist Ministries' (CBM) goal is to encourage passionate discipleship in local and global mission. Through the support of a Canadian Baptist conventions and unions, CBM exists to serve local churches in their mission efforts. CBM works strategically with and through a network of partners in 13 priority fields in such ministries as sustainable community development, grassroots leadership formation, global discipleship, and pioneer outreach.

CBM is seeking a Haiti Relief Program Manager to work in Haiti with The Sharing Way (TSW), CBM's relief and development department. This individual will report to TSW Manager.

The Haiti Relief Program Manager takes responsibility for developing and maintaining program information including context analysis, needs assessment, as well as project design and proposals. The Haiti Relief Program Manager is required to build relationships with key stakeholders (government, UN, and International Non Governmental Organizations (INGOs), CBM partners and partner churches). The Relief Program Manager is also responsible to ensure implementation and appropriate oversight of all CBM/TSW projects in Haiti.

Duties and Responsibilities include:

PROGRAM/PROJECT DESIGN AND MANAGEMENT

- Ensure that internal and international humanitarian and accountability standards, including Sphere standards, the Red Cross Code of Conduct and the IASC Guidelines on Sexual Exploitation, are incorporated into project design, monitoring and evaluation systems and outputs.
- Facilitate the design, planning, monitoring and reporting of specific sector programs and cross-sector initiatives with implementing organizations.
- Ensure multi-sectoral program design that is accompanied by a mutual understanding of needs and context, and aim to contribute to the well-being of children and their families by helping families and communities build resilience, break vulnerability patterns, strengthen local capacity, support healthy coping mechanisms and be better prepared for future disasters.
- Establish and implement a process for ongoing monitoring of program/project.
- Monitor progress to ensure that programs meet accountability standards, goals and objectives.
- Manage program, financial, and other resources effectively.
- Recruit local staff as required and within budget guidelines.
- Communicate regularly with CBM/TSW in Ontario office.

Skills & Knowledge Required:

- Must accept CBM's Core Values (see www.cbmin.org)
- Willing to sign CBM's Lifestyle Agreement and Child Protection policy.
- Must have a Social Sciences degree or experience/degree in a related field.
- 3-5 years experience in international program and staff management including: relief and development program and administration, program response, program design, project and report writing.
- Experience in/knowledge of rapid assessment and ongoing contextual analysis.
- Familiarity with humanitarian codes, principles and practice.
- Proven ability to lead, negotiate, persuade, and network.
- Ability to work with a reasonable level of comfort in high tension and high security risk situations.
- Ability to maintain performance expectations in diverse cultural contexts, psychologically stressful environs and physical hardships.
- Analytical abilities and attention to detail.
- Excellent interpersonal skills, including patience, diplomacy, tact, and respect as well as to work with integrity and to advocate as needed in a cross cultural setting.
- Demonstrated ability to assess and assist with partner capacity development.
- Oral and written fluency in French and English required. Knowledge of Creole an asset.

Submit resume and cover letter by e-mail to membercare@cbmin.org by March 31, 2010. [Position will remain open until a suitable candidate is found.]

Thank you for your application; however, only those selected for an interview will be contacted.