Job offer: Disaster Risk Management (WASH) Project Manager in Haiti

Posted by Eveline - 16 Jan 2013 10:14

Role and Responsibilities

The Disaster Risk Management (DRM) (WASH) Project Manager plans, develops, monitors and evaluates the assigned project(s), providing technical support, leadership and strategic direction, as well as meeting quality standards, encouraging beneficiary participation, liaising with other stakeholders and managing and training staff. They are responsible for (re)assessing community needs, designing projects, writing proposals and initiating and effectively managing and reporting on projects in line with the objectives, timeframe and budget.

Project Overview

Medair is implementing a Disaster Risk Management (DRM) project in the SE district of Haiti as a response to Hurricane Sandy. Starting in January 2013 it is primarily focused on Cash-for-Work (CFW), intending to fill the current food gap caused by the destruction from Hurricane Sandy. The project will include DRM through land management, road repair, and repair of protected springs and water distribution systems and spring protections.

Medair

Medair brings life-saving relief and recovery in disasters, conflict areas, and other crises by working alongside the most vulnerable. Its Internationally Recruited (IRS) and HQ staff are inspired by their Christian faith to care for people in need, providing practical and compassionate support, regardless of race, religion, or politics. Medair has achieved the ISO 9001:2008 certification, worldwide. This certification signifies that Medair effectively delivers goods and services with a focus on beneficiary needs. Founded in 1989, Medair’s unwavering commitment continues to bring hope to the world’s most vulnerable.

Workplace

Côtes-de-Fer, Haiti

Starting Date

As soon as possible

Initial Contract Details

Full-time, 8 months

Key Activity Areas

WASH Project Management

- Manage the Disaster Risk Management (DRM) project in order to meet the project objectives within budget and within the allotted time frame, using a comprehensive activity plan (gantt, logical framework, budget). • Provide strong leadership of the DRM project, working to ensure both short and long-term positive impacts and outcomes for the beneficiaries, local authorities (where applicable) and local staff. • Develop and implement an appropriate and effective strategy in consultation with staff and field managers. • Set clear objectives and indicators for activities. • Continuously monitor and supervise activities, overseeing the technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data. • Responsible for input into the integration of beneficiary participation and accountability. • Ensure accurate and timely reporting of activities - internal monthly reports to Project Coordinator (PC) - monitoring and evaluation updates against project objectives and budget analysis (using BvAs) and external reports according to donor reporting timescales. • Ensure sector integration, learning, sharing and adoption of best practices. • Develop new proposals, linked to the country strategy, in conjunction with the relevant field managers.

Staff Management

- Line-manage the DRM project staff of the assigned project, including day-to-day management, development, training, appraisals, and coaching and technical supervision to develop ownership and full responsibility.

Financial Management

- Manage the DRM budget for the assigned project(s). Ensure expenses are according to budget and meet the Medair standards with regard to financial management, including accountability and good governance.
- Oversee process for cash transfer payment to ensure accountability and good governance.

External Communication & Coordination

- Develop and maintain appropriate, regular, transparent and supportive communication structures with key relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs), with the objective of ensuring good cooperation and partnerships and reflecting the vision and values of Medair. Represent Medair in external coordination and sector meetings.

Logistics

- Ensure good communication between the project staff and the support staff so that items are procured, transported, stored, managed and accounted for correctly to ensure resources are on site when needed.

Security Management

- Responsible for the safety and security of Medair personnel and assets on site of operations.
- Adhere to the Medair security plans at all times, ensure that staff understand their security responsibilities and enforce security procedures when needed. *Quality Management*
- Provide guidance and technical assistance to field staff and other colleagues to ensure that DRM project(s) are implemented effectively with high impact according to agreement with Medair, donor, country, international and technical quality standards (e.g. SPHERE and HAP-I).

Qualifications

- Higher level qualification and / or experience in a technical field and experience in project management
- Post-graduate qualification in Water / Environmental/ Civil Engineering or Humanitarian Studies or Agriculture or International Development an asset

Languages

- Strong working knowledge of English (spoken and written); Strong working knowledge of French (spoken and written); Ability to speak, or willingness to learn Creole, an asset

Experience / Competencies

- Experience working in environmental protection, water/sanitation, or construction in a developing country, preferably in a humanitarian context desirable
- 2 years post-qualification professional experience in a relevant field an asset
- Experience in training / mentoring / coaching staff
- Good numerical, proposal and report writing and administration skills; Advanced planning, assessment and analytical skills; Aware and respectful of rural culture and traditions desirable

Medair standard working requirements for the field

- Experienced professionals in a relevant field
- Committed Christians
- Commitment to Medair values (faith, hope, accountability, integrity, dignity, compassion)
- Overseas intercultural experience
- Strong working knowledge of English, spoken and written
- Working knowledge of French, spoken and written for French-speaking field programmes
- Single or married (with no children under 18). If married, your spouse must also apply.
- Competent with Office Word, Excel, PowerPoint, and Outlook
- Successful completion of Medair Relief & Rehabilitation Orientation Course (ROC)
- Reflect the vision and values of Medair when interacting with team members, local staff, beneficiaries and external contacts
- Able to live and work with a multicultural team under difficult conditions
- Strong character traits, including emotional stability, adaptability, ability to handle stress, cultural and gender sensitivity, honesty, and physically fit

Benefits

- A salary based upon the grade of the position and the experience of the position-holder
- Full briefing at our Swiss headquarters, as well as an in-country briefing
- Security training for those going to particularly insecure environments
- Accommodation, food, and transportation in-country
- Return flights to and from the country programme (one return flight for every year of service)
- Rest and recuperation (R&R) leave (including travel, accommodation, and food)
- Annual leave; Disability Allowance
- Re-entry allowance for those who commit to longer contracts
- Comprehensive medical and emergency rescue insurance, with up to 60 days post- assignment coverage, including debriefing

Working Conditions

- Côtes-de-Fer is a small village in the mountains. Living conditions are basic.

Application process

For more information on this and other positions, follow this web link: http://relief.medair.org/en/jobs/ and then check the New or Experienced Relief worker links, and Apply for a Medair ROC, or for a Field vacancy.

We request that you complete all applications on-line at http://relief.medair.org/ . We will not review email applications. Only English-language applications and CV's will be reviewed.

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Re: Job offer: Disaster Risk Management (WASH) Project Manager in Haiti

Posted by Eveline - 21 Jan 2013 12:10

To see how Medair makes a difference within WASH (Water, Sanitation & Hygiene), please follow **this link** .

To read about a current open position, see e.g. the " WASH Advisor " in Juba, South Sudan.

To follow our recruitment activities, join us on **LinkedIn** , **Twitter** and **Facebook** or visit us here: http://relief.medair.org/en/jobs/
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Your interest in our work is highly valued by the Medair Team and all the people Medair is serving.

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