



Hope Health Action

VACANCY ANNOUNCEMENT

HAITI DIRECTOR OF PROGRAMMES

Date: 30 October 24

HOPE HEALTH ACTION OVERVIEW

Hope Health Action (HHA), a Christian NGO, is committed to delivering life-saving healthcare and disability services to the world's most vulnerable people, without discrimination. For nearly 20 years, HHA has been working in Haiti in partnership with various health institutions. Recently, HHA has opened Grace Rehabilitation Centre in northern Haiti, which specializes in spinal cord injuries, strokes, and other rehabilitative treatments, including physiotherapy, vocational therapy, psychological support, and more. The centre also serves as one of Haiti's largest wheelchair distribution hubs. In addition, HHA has launched Maison de Grace, a respite care centre dedicated to supporting children with disabilities. HHA's future vision includes growing our community and facility-based maternal and infant care projects in the northern region.

We are looking for a self-motivated and highly organized individual with significant previous Project Management experience and a passion for supporting the vulnerable to join our multi-national team. We are a dynamic and fast-growing organization who are committed to our employees, supporting their growth and working to the highest standards so we can provide the best support to the people we serve.

The Haiti Head of Programmes will be responsible for providing leadership, coordination and management of HHA Haiti Projects in Haiti. This role requires someone with relevant qualifications and experience who will plan and oversee projects, people, resources, monitor progress, and keep stakeholders informed the entire way. As the Head of Programmes, your job will be to coordinate people and processes to ensure that our programmes are delivered on time and produce the desired results.

SCOPE OF WORK HAITI

HHA Haiti's focus is on caring for the most vulnerable: people with disabilities, maternal and paediatric health care and emergency and crisis support. We work alongside the HHA administration, staff and the international team to accomplish our mission. Projects will be developed around the following areas:

1. **Disability care:** Rehabilitation Centre, Maison de Grace (respite care center for children with disability), Community Programs and Wheelchair Distribution Centre
2. **Maternal and Paediatric Health Care:** Facility-based clinic, community health and strategic key partnerships
3. **Operations:** Water, solar and other operational projects



Job Title: Haiti Director of Programmes

Reports to: HHA Haiti Director

Responsible for: Local management of all HHA Haiti Programmes

Location: Haiti, near Madeline and the greater Cap-Haitien area

Hours: Full time, including some evening and weekend work as needed

Salary: Competitive (To be discussed)

Project Management:

The Head of Programmes will work alongside local administration and staff and HHA international team members, to help manage the design, implementation, monitoring and evaluation of HHA Haiti projects. This includes, but is not limited to, the following:

- Build and develop the project team to ensure maximum performance, by providing purpose, direction, motivation and encouragement
- Ensure robust needs assessments are carried out prior to project implementation, with detailed and accurate project plans, targets and budgets developed (alongside HHA Haiti Country Director) including risk mitigation
- Carry out internal HHA Haiti inspections/audits of HHA Haiti project activities, ensuring they are being implemented to a high level with transparency and efficiency, including monitoring budgets vs actuals and financial accountability is being adhered to (receipts, processes being maintained etc.)
- Provide leadership in the monitoring and evaluation of activities, ensuring data and project outcomes are accurately captured and, when necessary, revise the scope, schedule, or budget to ensure that project requirements can be met
- Develop and implement effective regional partnerships and fundraising/income generation plans & activities (With the aid of HHA UK Fundraising team) to aid self-sustainability and financial robustness of HHA Haiti operations
- Ensure HHA Haiti provides relevant donor reports and communications to HHA and international donors and partners in a timely, professional and effective manner

Reporting and Governance:

The Head of Programmes will need to work closely with the Haiti Director, ensuring HHA Haiti is compliant with all international grant and national reporting and governance requirements, both internally and externally (for instance, with MSPP etc.). This includes:

- Ensuring HHA Haiti adherence to all policies across projects, including (but not limited to) our Safeguarding and Child Protection Policy, Financial Policy etc. and making recommendations where needed on relevant improvements
- Ensuring HHA Haiti operational team prepare and provide relevant quarterly board reports to aid HHA Board Meetings
- Preparing and collating regular project reports and financial reports for HHA UK/US and maintaining regular update meetings with the Haiti Director



- Making sure HHA Haiti is fully compliant with local NGO law, including;
 - Submission and compliance of relevant documentation as an NGO
 - Compliance with MSPP and other government reporting requirements
 - Attendance of relevant regional coordination meetings
 - Ensuring we fulfil legal requirements in all project activities. For instance,
 - Contracts with external companies
 - Working alongside the Head of HR for contracts and disciplinary matters

Leadership:

The Head of Programmes will provide regional leadership for our Haiti projects, working closely with our Haiti Director. This will include:

- Ensuring the Christian mission, vision and values of HHA Haiti are adhered to across projects
- The Head of Programmes will directly line manage the HHA Haiti local team leaders to ensure they are operating at a high level, whilst also providing mentorship, training, support and appraisals for these individuals.
- Working with the Haiti Director, CEO and HHA Haiti Board on vision and communicating the vision and planning for Haiti projects
- Representing HHA Haiti as needed in national coordination meetings and with significant partners
- Representing HHA Haiti with international donor visits, ensuring visits are managed effectively

Person Specification:

	ESSENTIAL	DESIRABLE
QUALIFICATION		
Relevant Degree or experience in Project Management or International Development	X	
EXPERIENCE		
Equivalent experience managing projects, min. of 3 years' experience	X	
Relevant experience working for/with international NGOs,	X	
Relevant experience with health or disability related projects		X
SKILLS		
Computer Literate with excellent capacity of Excel, Word and other IT programmes	X	
Strong interpersonal and communication skills (including strong spoken and written English)	X	
High proficiency in Project Management requirements (for instance, ability to develop and monitor financial budgets, appropriate project targets)	X	
PERSONAL ATTRIBUTES		
Self-confident, motivated and able to problem solve and implement solutions	X	
Meticulous and well organised	X	
Excellent administration skills with a high awareness of detail	X	
HHA is a Christian NGO and applicants should feel comfortable working and leading within a Christian environment	X	



HOW TO APPLY:

Requirements for Haitian Nationals

- Application Letter (in English)
- A valid National ID
- CV, copies of academic documents
- A letter of appointment from your previous employment
- Recommendation letter from (professional reference, faith and/or community leader)

Requirements for non-Nationals

- A valid passport
- A cover letter and CV
- Recommendation letter from (professional reference, faith and/or community leader)

All applications should be submitted via email no later than 15 November 2024:

HaitiTeam@hopehealthaction.org

Notes:

- Applications sent online should have all documents attached in one PDF
- Hope Health Action Haiti is an equal opportunity employer, while we thank all applicants for their interest
- Any form of lobbying will lead to automatic disqualification