



Offer will Depend on the funding approval!

JOB DESCRIPTION	
JOB TITLE:	Team Leader (TL), UNFPA
SUPERVISOR:	National Director
LOCALISATION:	Port-au-Prince / Ouest and Artibonite

General Goals:

The Team Leader UNFPA Project is responsible for the implementation of all project activities in Port au Prince and Artibonite. In that role she or he is responsible for the successful oversight and management of all in country staffing, operations, execution and reporting of UNFPA project activities. The Project Team Leader will supervise the Project M&E Officer and dotted line to the MEAL Manager. The UNFPA Project Team Leader will have significant collaboration with UNFPA Haiti Office Staff. She or he will participate in nurturing collaborative relationships with the Ministry of Health, local NGO partners and other project stakeholders.

World Relief Mission: Boldly engage the world's greatest crises in partnership with the church

Major Responsibilities

With collaboration with and in respect of World Relief Haiti Country Leadership Team and UNFPA Country Office team and referring to the country PTA (Plan de Travail Annuel) project implementation plan and set timelines.

- Ensure that all country specific targets of both projects (West and in Artibonite) are met accurately and in a timely manner.
- Support hiring process of new staff as needed and Manage M&E Officer, Nurses and Psychosocial Officers in the field to ensure they are meeting the requirements of their roles.
- Planning, Develop, and conduct the implementation of integrated services of GBV & SRH with Mobile clinic in Artibonite selected IDPs
- Prioritize a diverse and healthy working environment, exemplify Christian values among the project team.
- With a dotted line of responsibility to Project Accountant, ensure that all project operations take place within the allotted annual project budget and timeframe (Ref PTA).
- Lead reporting activities and stories through the project cycle - start-up, implementation and closeout.
- Provide consistent performance management and coaching of reports.
- Provide regular communication briefs for media outreach

Implementation support

- Provide consistent field support to project implementation sites. Ensure that teams have the resources they need to work efficiently. Troubleshoot and provide solutions for problems that may arise throughout the project timeline.
- Coordinate team trainings.
- Elevate staff needs or resourcing needs expeditiously to avoid project bottlenecks.
- Provide overall project quality oversight.

Relationships with local stakeholders:

- As outlined in the project PTA, manage relationships and deliverables of Local Health Associations or Local Health department entities.
- Serve as secondary level project contact to local partners, with direction from Program's Director and Country Director.
- In all interactions, strengthen local partnerships with other agencies, UN, Ministry of Health and local level staff.
- Identify and explore potential Health partners and UN Bodies who would strengthen and complement UNFPA impact in the community and work toward effecting the partnership and collaboration.

EXPERIENCE AND REQUIREMENTS:

Education and Experience:

- Master's Degree in Management, Public Health or Medical studies, International Development, International Relations or relevant sector required. Additional experience may substitute for some education.
- Minimum of 5 years of relevant field-based experience in coordinating or managing light to moderately complex projects required, preferably with an NGO.
- Excellent written and oral French and English skills.
- Relevant grant management experience, especially for UN bodies is a plus.
- Partnership capacity strengthening and partnership relation management experience preferred.
- Experience working with stakeholders at various levels and strengthening community partnerships.
- Knowledge and experience with World Relief
- Experience with human subject protection.
- Experience implementing gender-sensitive programming.
- Staff supervision experience.
- Ability to contribute to the development of technical proposals, a plus.
- Experience analyzing data and contributing to evaluation reports.

- Experience using MS Windows and MS Office packages (Excel, Word, and PowerPoint).

Personal Skills:

Commitment to World Reliefs values.

Critical thinking and creative problem-solving skills with ability to make sound judgment. Strong relationship management skills and the ability to work effectively with local stakeholders.

Representation abilities.

Ability to contribute to written reports

Proactive, results-oriented, and service-oriented

Attention to details, accuracy and timeliness in executing assigned responsibilities.

WORK ENVIRONMENT:

General office with 40% field experience, including to fragile environments.

Greets lengths of time working on the computer, reading from computer screen, entering information, standing at copier or fax machine, and some time on the phone or skype meetings may be required.

Year-end archiving activities involve repeated lifting and bending.

Physical, emotional and intellectual demands

Equipment used: Employee computer (desktop or laptop), printer, and copier.

All of the above duty's responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and is always under review.

HOW TO APPLY

Please send your applications to the following email address: wrhadmin@wr.org with "Team Leader (TL), UNFPA" in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained.

Female applications are strongly encouraged!