



## JOB DESCRIPTION

<b>Job Title:</b>	Program Manager
<b>Country:</b>	Haiti
<b>Regional Team:</b>	Latin America Ministry Team (LAMT)
<b>Department:</b>	Program
<b>Status:</b>	Full-Time, Salary, Fix-Term, Renewable
<b>Reports To:</b>	Country Director
<b>Direct Reports:</b>	Program Support Officer, Gender & Inclusion Officer, MEAL Assistant
<b>Location:</b>	Cap Haitian and/or Port au Prince
<b>Desired Start Date:</b>	15 August 2025
<b>Application Deadline:</b>	Open-Ended; Applications will be reviewed on a rolling basis, and the position will remain open until a suitable candidate is identified

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**World Renew** is a faith-based international development and humanitarian organization with over 50 years of experience in Haiti. Operating in 19 countries with 67 local partners, we address poverty, disaster, and injustice through community-led, sustainable solutions in areas such as food security, health, livelihoods, gender equality, peacebuilding, and disaster response – guided by Christian values of dignity, justice, and compassion. To learn more about World Renew and our work, visit [www.worldrenew.net](http://www.worldrenew.net).

**World Renew Haiti** is seeking to scale up its programming in food security, agriculture, and economic development, guided by a new World Renew framework for Crisis-Affected Countries. This approach combines direct implementation with collaboration with national partners.

**PURPOSE:** The Program Manager is responsible for delivering high-quality, timely programming through both national partners and direct humanitarian response. They will lead the design of World Renew's new Haiti country program using a Nexus approach within the Crisis Affected Countries framework, including strategic partnership development. The role ensures integration of economic, gender, and climate justice, disaster risk reduction, and behavior change strategies. The Program Manager will also oversee robust MEAL systems to support evidence-based programming, continuous learning, and accountability to communities and donors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The World Renew Haiti Program Manager will work closely with the Country Director (CD), Operations Manager (OpsMan), Haiti program team, World Renew's Transformational Development and International Disaster Response teams to:

1. Lead the design, implementation, monitoring, and evaluation of program activities in alignment with World Renew's strategic goals and donor requirements.
2. Ensure high-quality program delivery through effective planning, coordination, and oversight of project timelines, budgets, and performance indicators.
3. Support capacity building of program staff and local partners through training, mentoring, and technical guidance.
4. Facilitate strong collaboration between program teams, operations, and support departments to ensure integrated and efficient program execution.

5. Contribute to proposal development, reporting, and donor engagement by providing timely and accurate program data and analysis.
6. Promote learning and innovation by documenting best practices, lessons learned, and supporting adaptive program management.

### **Specific Tasks & Responsibilities**

#### ***Program Design & Implementation & Management***

- Manage day-to-day operations of the program team, ensuring effective implementation and team performance.
- Lead strategic partnership development, including organizational and programmatic capacity assessments of potential new local partners.
- Design and coordinate timely, relevant humanitarian response projects for direct implementation or through local partners, including designing and ensuring completion of comprehensive needs assessments as needed
- Oversee the full proposal development process, including coordination and writing of high-quality project proposals
- Monitor program progress and lead the preparation and submission of interim and final reports.
- Support the Country Director in all reporting activities to the North American office and donors.
- Assist with the financial management of program/project/partner budgets
- Carry out detailed reviews of monthly management accounts and donor status reports with the Finance Team.
- Participate in regular budget reviews and forecasts, ensuring the availability of information required for accurate budget management and planning.
- Assist where required with in-country donor financial audits.

#### ***Partnership Management***

- Oversee World Renew's partnership portfolio, fostering synergy, coordination, and effective communication among partners.
- Provide tailored support to partners across the project cycle, including proposal development, needs assessments, evaluations, and results-based management (RBM) frameworks.
- Coordinate and support regular monitoring of grant and project implementation, ensuring milestones, compliance, and deliverables are met through analysis of quarterly reports and constructive feedback.
- Offer ongoing technical assistance and troubleshooting to partners, identify training opportunities, and facilitate connections with other organizations for shared learning and collaboration.
- Ensure timely, respectful, and strategic communication and planning with all partners.

#### ***Monitoring, Evaluation, Accountability and Learning (MEAL)***

- Support the development and implementation of appropriate M&E and program management tools and systems for partners and World Renew's direct implementation projects
- Ensure quality and timely update of information in CommCare
- Improve the quality of services provided, through support, supervision of key staff, analysis and dissemination of M&E data and lessons learned, and review of World Renew and other best practice guidelines
- Develop internal mechanisms for institutional learning and memory, with a focus on joint learning between World Renew and partners
- Regularly visit partner programs as well as World Renew direct implementation projects as relevant
- Collaborate with partners to evaluate joint programs and community initiatives

#### ***Representation and Communication***

- Support the leadership team to maintain World Renew's legal registration.

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*Last Updated: 11 June 2025*

- Ensure effective relations with national/district authorities and community leaders.
- Represent World Renew in inter-agency and working group meetings as needed.
- Support the Country Director in the development of publicity materials, including project and human-interest/impact stories, case studies, donor updates and press releases.

#### **Additional duties:**

- Actively participate in the senior leadership team, providing strategic programmatic advice, and contributing to ongoing program development.
- Seek opportunities to integrate learning and innovation into the country program.
- Work with the Country Director and Operations Manager to ensure the safety and security of all World Renew staff at all times
- Represent World Renew Haiti in relevant organizational working groups, committees, Communities of Practice (CoPs)
- Support the Operations Manager to develop, implement, and monitor a robust safeguarding work plan.
- Comply with policies on safeguarding, conduct, health and safety, confidentiality, and protection principles.
- Report concerns about the well-being of children or vulnerable adults and any inappropriate behavior by World Renew staff, consultants, contractors, volunteers, interns and/or partners.
- Serve as a World Renew Haiti thematic focal point as needed/appropriate (e.g. gender, safeguarding, etc.)
- Serve as Acting Country Director as needed/requested.

**SUPERVISORY RESPONSIBILITIES:** The Program Manager will be responsible for directly supervising the Program Support Officer, Gender and Inclusion Officer, and the MEAL Assistant. Additionally, they will directly supervise and/or support project staff in field offices during direct implementation projects. This position will also, from time to time, supervise consultants, interns, and/or volunteers. This position will also, from time to time, supervise consultants, interns, and/or volunteers.

#### **KNOWLEDGE, SKILLS, ABILITIES REQUIRED:**

1. High ethical standards and ability to respect and support the Christian mission, vision and values of World Renew
2. Active participation in a community of faith, reflecting a commitment to values of compassion, service, and integrity in both personal and professional life
3. Demonstrated commitment to contribute to and promote a work environment that values diversity, inclusion and equity
4. Committed to working towards gender equality, equity and justice in all aspects of our programming, plans, policies and organizational structure
5. Commitment to integrating social inclusion and safeguarding in all aspects of our programming plans, policies and organizational structure
6. Strong personnel management and mentoring skills
7. Strategic thinking and documentation skills
8. Ability to work in a team and develop team skills in others, including local partners
9. Proactive and able to work with minimal supervision

#### **EDUCATION & EXPERIENCE:**

1. University degree in one or more related field
2. Minimum 5 years of senior-level experience in more than one of World Renew's key areas of impact (food security, agriculture, economic development), community-led development, disaster risk mitigation and response, justice, peace and inclusion.
3. Minimum of 3 years in designing, implementing and overseeing humanitarian response projects

4. Proven experience integrating gender mainstreaming, gender justice, climate justice, and economic justice principles into program design, implementation, and evaluation, ensuring inclusive and equitable outcomes
5. Demonstrated analytical, project planning, and staff supervision skills with strong organizational, problem-solving, and decision-making abilities
6. Advanced competence in CommCare, SharePoint, Excel
7. Experience supporting proposal budgeting and operational planning
8. Experience with direct implementation programming as well as programming through national partnerships
9. Proven coordination with government authorities and NGOs

#### **LANGUAGE SKILLS:**

- Excellent communication skills in written and verbal Haitian Creole, French and English

With World Renew's commitment to Core Humanitarian Standard and Safeguarding responsibilities, as part of the recruitment process, a successful candidate can expect to go through a thorough background check.

***We do not discriminate based on disability, culture, ethnicity, or gender, and welcome and encourage people from diverse backgrounds to apply.***

*This job description serves as a guide for the role and may be adjusted by World Renew as needed.*

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#### **How to Apply**

Interested candidates are invited to submit the following documents:

- A cover letter outlining their interest and qualifications for the position
- A current CV
- Contact information for three professional references

Please send your application to [recruitment.haiti@world-renew.net](mailto:recruitment.haiti@world-renew.net), with the subject line: **Program Manager Application**. Only shortlisted candidates will be contacted. We thank all applicants for their interest.