

Project Officer, Global Program - Haiti

Title: Project Officer, Global Program Haiti / *Chargé(e) de projet, programme international Haiti*

Reports to: Director Global Program Operations

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. CAM is staffed by a team of enthusiastic individuals dedicated to providing support for midwives and the profession of midwifery in Canada and globally.

Job Summary

The Project Coordinator will support the planning, implementation, delivery, monitoring and evaluation of CAM's role in a collaborative reproductive health initiative to strengthen the profession of midwifery in Haiti beginning in the spring of 2018 and running to 2022. The project is led by the United Nations Population Fund (UNFPA) and funded by Global Affairs Canada.

Primary Duties and Responsibilities

Planning:

- Create a detailed internal annual work plan based on the project implementation plan which identifies and sequences the activities needed to successfully complete CAM's role in the project.
- Develop an annual schedule for project completion that effectively allocates the resources to the activities.
- Review the project schedule with the Director and all other staff that will be affected by the project activities; revise the schedule as required.
- Track the objectives and measures upon which the project will be evaluated at its completion.

Recruitment:

- Oversee the recruitment process of midwife consultants and/or volunteers with appropriate skills for the project activities according to established policies and procedures.
- Manage consultants and / or volunteers according to the established policies and practices.
- Ensure that all project personnel receive an appropriate orientation to the organization and the project.
- Ensure that all midwife project consultants and/or volunteers going overseas participate and complete CAM's pre-departure training program.

Implementation:

- Execute CAM activities according to the project work plan.
- Develop forms and records to document project activities.
- Set up files to ensure that all project information is appropriately documented and secured.

- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project.
- Communicate and coordinate activities on a regular basis with Association staff and stakeholders located in Haiti.
- Ensure close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in agreements.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

Monitoring:

- Work closely with CAM Finance staff for the monitoring and approval of budgeted project expenditures.
- Collaborate with CAM Finance staff to monitor cash flow projections and report actual expenditures versus budgets and variances to the Director on a regular basis.
- Work with Financial staff to ensure all project funds are managed according to established accounting policies and procedures.
- Work with Finance staff to prepare financial reports and supporting documentation for funders as outlined in funding agreements.
- Write project activity reports as required.

Evaluation:

- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes of the project as established during the planning phase.

Qualifications, Skills and Knowledge Requirements

- University degree in international development or other relevant field.
- A minimum of 5 years experience in the international development sector focusing on project administration; work experience in Haiti is considered a strong asset.
- Strong analytical understanding of and experience in health and/or gender equality and women's rights in international development; work experience with maternal, newborn and child health programming considered a strong asset.
- In-depth understanding of results-based management.
- Proven experience in the development and application of performance measurement frameworks.
- Excellent verbal and written communication skills in French required.
- Strong analytical and report-writing skills.
- Commitment to gender equality and women's rights.
- Excellent organizational and administrative skills.
- Demonstrated capacity to work both in a self-directed manner and collaboratively with other staff and stakeholders.
- Demonstrated capacity to work effectively in a wide range of cultural and political settings.

Travel Requirements

- Must be available to travel to Haiti when required.
- Must be available to work from Port-au-Prince for a 4 to 6 months period at the beginning of the project implementation.

Working Conditions & Location

- Full time position.
- CAM's head office is located in Montréal, Québec.
- 5-year contract (2018-2022)
- Competitive salary based on experience.

Applications

Please follow these instructions:

- To apply, you must be eligible to work in Canada.
- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the letters "PO-Haiti" are included in the file name.
- Send your PDF by email ONLY with the subject "Project Officer Haiti" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on April 26, 2018.
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We thank all applicants for their interest however, only applicants selected for an interview will be contacted.