



## **JOB ANNOUNCEMENT**

**Position Title:** Program Coordinator– Cacao Value Chain  
**Functional Group:** CRS/Haiti Country Program  
**Dept/Location:** Jeremie with frequent travel to PauP and project sites  
**Supervisory Duties:** IDB Program Manager, KABOS Field Officers, and SILC Officer  
**Supervisor:** Chief of Party for USDA funded KABOS project

### **Background**

Catholic Relief Services (CRS) was founded in 1943 by the Catholic Bishops of the United States to serve World War II survivors in Europe. Since then, CRS has expanded in size to reach more than 100 million people in 91 countries on five continents. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need. Though CRS intervenes in many areas of development and emergency, our three signature program areas are: emergency response and recovery, agricultural livelihoods, and health.

Catholic Relief Services (CRS) has been operational in Haiti since 1954, implementing a variety of programs ranging from emergency response to sustainable development depending on particular needs and dynamics within the country. CRS' current portfolio focuses on urban development, agricultural value-chains, quality education, health, and Disaster-Risk Reduction. CRS is currently implementing an Inter-American Development Bank (IDB) funded cacao value chain project in the Grand Anse and North departments with the objective to increase the incomes and strengthen the capacity of small holder farmers and producers.

CRS is recruiting staff for its new cacao promotion project, known as KABOS (*Kakawo bay Bourad pou Opòtinite ak Sikse*), and funded by the United States Department of Agriculture (USDA) Food for Progress (FFPr) program. The KABOS project is being implemented in the Communes of Abricot, Moron, and Beaumont.

### **Job Background/Summary**

The Program Coordinator will be responsible for overall management of planning and implementation of CRS Haiti's cocoa project activities and budget management, and will also be responsible for donor reporting on the IDB project. S/he will ensure the appropriate coordination and integration of activities across programs, as well as an integrated approach to development interventions in conjunction with the USDA KABOS Chief of Party and other senior managers on the two projects.

Under the direction of the KABOS Chief of Party, s/he is directly responsible for the effective implementation of the IDB project in concert with cocoa related partners and value chain actors

who will be co-implementing various sub projects within the overall program portfolio. For both IDB and KABOS, s/he will adhere to CRS, Government of Haiti and international standards in value chain enhancement. S/he is expected to professionally represent CRS/Haiti and sustain the agency's reputation for high quality programming. S/he may serve as a representative to donors and be responsible for quality and timely reporting as needed. S/he coordinates technical and strategic planning, project design, implementation and monitoring for the IDB project and provides key input for these leadership activities on KABOS.

### **Primary Functions**

- Under the direction of the KABOS Chief of Party, communicate with donors on technical implementation and progress both through informal communication (email, phone calls, etc.) and formal reporting in coordination with other program leadership.
- Provide strong oversight, monitoring, and forecasting of project budgets, while ensuring timely liquidation of project advances with partners, and reviewing monthly Budget Comparison Reports to verify accuracy, timeliness and appropriateness of expenditures in coordination with the CRS finance department.
- Develop and maintain an adequate human resource plan. Organize and direct the work of staff and short-term advisors by providing supervision and performance appraisals. Ensure proper technical capacity of staff to manage complex government funded projects.
- Establish and maintain systems for project operations, implementation, and documenting results (Gateway, etc.) with the outcome being effective and timely program management.
- Ensure strong Monitoring, Evaluation, Accountability, and Learning (MEAL) is incorporated into projects
- In conjunction with other project leadership, maintain working relationships with all project stakeholders and engage in coalition building and public-private partnerships promotion.
- Establish relationships with professional associations and other stakeholders, working with project leadership to ensure quality training activities, communications and outreach, logistics, planning and providing fiscal oversight and accountability.
- Support business development and proposal development initiatives as needed.

### **Qualifications**

- Bachelor's degree with a minimum of 5 years' experience as a Program Manager on complex, donor funded projects
- A minimum of 10 years of experience in project management, supervision, and implementation of a cooperative agreement
- Strong capacity to maintain schedule and deliver project objectives on time per donor expectations
- Proven capacity in budget management of governmental awards from donors such as USAID, EU, or similar
- Demonstrated experience in writing comprehensive donor reports
- Experience in implementation of multifaceted programs requiring coordination with a variety of partners including government agencies, local organizations, and NGOs.
- Experience in strengthening agriculture value chains in Haiti
- Fluent in French, English, and Creole; Spanish skills a plus

## **Personal/Professional Skills**

- Strong interpersonal, communication and organizational skills as well as good judgment and vision.
- Strong written and verbal communication skills.
- Strong budget management skills
- Commitment to the Agency's mission and strategy

**Agency-wide Competencies (for all CRS Staff)** These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

## **Key Working Relationships**

**Internal** – CRS/Haiti Program Managers, KABOS COP, Field Officers, and Advisors in Agriculture; CRS/Haiti's operations unit, including admin, finance, procurement, IT, and fleet.

**External** – Donor agencies, local partner organizations, host country government agencies, international and national non-governmental organizations, foreign governments.

**Physical Requirements/Environment** The position is based in Jeremie requiring travel to the North, South, and Grand Anse departments as well as the central office in Port- au- Prince

**Disclaimer Clause** This job description is not an exhaustive list of the skills, efforts, duties, and responsibilities associated with the position.

**CRS' recruitment and selection procedures reflect our engagement to protecting children and vulnerable adults from exploitation and abuse.**

The qualified candidates are invited to submit their full applications ( cover letter, resume, copy if diplomas) at the electronic address [bethanie.saintlouis@crs.org](mailto:bethanie.saintlouis@crs.org)