



EXTERNAL VACANCY

Haitian Red Cross in collaboration with American Red Cross is looking for

(1) Partnerships Manager

Reporting to: Gender-Youth and Partnerships Program Manager

Frequent contact with: ARC Senior Program Officer for Partnerships at HQ, Youth Engagement Project Officer, Technical Unit Team, Program Managers, Finance Team, Haitian Red Cross (HRC), the Red Cross and Red Crescent Movement, NGOs, CBOs.

Purpose: The American Red Cross (ARC) International Services Department (ISD) seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer and more resilient communities, and educating future humanitarians.

In response to the January 12, 2010 earthquake in Haiti, the American Red Cross (ARC) scaled up its support to the Haitian people in their post-earthquake recovery. ARC has developed and implemented many urban and rural programs/projects to support Haiti to build back better and strengthen the resilience of individuals and communities. ARC implements all programs in partnership with the Haitian Red Cross.

Both ARC and HRC have identified the need to strengthen the engagement of youth in their programs, and prepare them to be Agents of positive change for Haiti's future development. The program **“Creating opportunities for Youth in Cité Soleil and Martissant”** was developed in order to partner with local, national and international organizations that are working with youth and community-based organizations in Cité Soleil and Martissant on their personal, educational and career development. This program is implementing through a grant mechanism to partner with and enhance their efforts to strengthen community services for young women and men, girls and boys in the target areas.

Program Goal: The goal of this program is to: increase opportunities for personal growth and skills development for young women and men, girls and boys in Cité Soleil and Martissant that enhance their physical, mental and economic well-being and prepare them to be agents of positive change in their communities. The program will target urban youth between the ages of 10 to 25 living in Cité Soleil and Martissant, and at national level through HRC and the Youth and Sport Ministry.

Summary: The American Red Cross (ARC) International Services Department seeks an experienced Partnerships Manager who will be responsible for the management of Grants portfolio for the Youth Program in Cité Soleil and Martissant, the Community Investment Fund (CIF) Program, and other grant programs as needed.

The **Partnerships Manager**, under the direct supervision of the **Gender - Youth and Partnerships Program Manager** has the primary responsibility for the coordination of grants portfolio for the implementation of the program **“Creating opportunities for Youth in Cité Soleil and Martissant”**, **CIF and other grants programs of ARC**. The **Partnerships Manager** will work with a range of non-governmental organizations, national and local organizations and structured youth organizations. S/he will coordinate all the planning to issue grants to partners within the programs timeline. S/he will work closely with the Youth Engagement Project Officer and will provide analysis, evaluation, and technical assistance to partners regarding grant opportunities, eligibility, proposal writing, projects monitoring, capacity building for partners and perform other related duties as required.

Responsibilities

The Partnerships Manager's responsibilities include but are not limited to:

- Plan, organize, and coordinate the grants portfolio for the implementation of the Youth and CIF programs in close collaboration with ARC Gender-Youth and Partnerships Program Manager. The Partnerships Manager will be a member of the Proposal Evaluation Committee;
- Assist the Gender-Youth and Partnerships Program Manager with disseminating grant related information to community partners (NGOs, national/local organizations and youth associations);
- Provide technical assistance to eligible organizations to apply for grants and meet compliance requirements;
- Coordinate grant application and grant administration according to the CIF guidelines, the Youth Program Grant Manual and Youth Program Implementation Plan, and ARC procedures; execute steps for processing, evaluating, recording decisions and applicant communication/correspondence related to grant selection; undertake monitoring of grant funding projects/activities, track and audit reconciliation with finance department input;
- Support partners to develop and/or compile due diligence documents for applications of grants by partners (forms, processes, procedures, etc.); and submit due diligence packages to Gender-Youth and Partnerships Program Manager;
- Assist the Gender-Youth and Partnerships Program Manager with the review of grant proposals, as it pertains to the funding of CIF and youth programs in the target areas;
- Review proposals in relation to funding application requirements (program framework, deadlines, eligibility for grant, etc.) and make recommendations to evaluation committee on how to maximize successful awarding of grant funds;
- Maintain accurate and up-to-date information on each grant application in ARC's online program management software ECOS;
- Monitor partner progress in relation to grant agreement milestones; recommend follow-up actions to Gender-Youth and Partnerships Program Manager based on progress of milestones;
- Undertake the tasks required for Program Monitoring and Evaluation and implementation for the program's Performance Management Plan. Coordinate with AMEL to follow-up on partner project implementation;
- Guide partners to meet program monitoring and evaluation and reporting requirements through regular workshops and coaching sessions; gather and compile information on achievement of targets / indicators from grantee reports; compile the results to produce aggregated results for the entire program; provide inputs into evaluating programmatic and financial performance of grantees;
- Design and implement interactive and participative methods for gathering qualitative monitoring information from beneficiaries; document results of programs through photos, videos and case studies/success stories;
- Contribute to the development of the program's strategy for gender mainstreaming; monitor gender-related indicators and propose actions needed to ensure that male and female youth are equally benefitting from the program;
- Provide to the Gender-Youth and Partnerships Program Manager with status reports on each grant for internal monitoring purposes in a timely manner. Prepare weekly updates and other briefs as required;
- Establish positive working relationships with representatives of partner organizations and perform other duties as required;
- Maintain paper files and project data in ECOS on each grant made to partners; ensure that all information required for due diligence, program monitoring is on file; liaise with Finance team to ensure all requirements for documenting grant financial management is met as per ARC procedures;
- Translate and consolidate partner monthly reports, proposals and other documents as needed and/or requested by the Gender-Youth and Partnerships Program Manager.

Education and/or Experience:

- Bachelor's degree in economy, finance, business administration or a related field;
- A minimum of five (5) years of responsible administrative experience in NGO; government, etc., including experience in preparing and administering grants, and/or experience working for or with grant agencies at national level;
- Experience in project management, including some experience in proposal writing, managing grants/contracts with partner organization as well as experience in coordination with government, international and national NGOs, municipalities, community-based organizations, etc.;
- Experience with project management databases and/or internet-based software preferred.
- Good interpersonal skills and strong communication and report writing skills;
- Fluent in French both oral and written and good English level;
- Able to work under pressure in a fast-paced environment;
- Knowledge of Red Cross and Red Crescent Movement and the intervention areas are an advantage.

The rules of conduct form an integral part of this contract and must be signed by the employee upon employment.

Interested candidates should send their Curriculum Vitae with cover letter, all copies of certificates or diplomas, copy of ID card (NIF or CIN), certificate of police record by 5:00 pm 31 August 2016 at the following addresses:

**Att.: Human Resources : Partnerships Manager
American Red Cross Office
22, rue Métellus, Pétion-Ville, Haïti, HT 6110**

Or at :

amcrosshrrecruitment@gmail.com with the subject : Partnerships Manager

Please notice that only selected candidates will be contacted.