

Requisition Information:

PROJECT MANAGER -

Title: **NEIGHBOURHOOD IMPROVEMENT PROJECT**

Other Possible Locations:

Description

CARE Haiti is seeking an experienced Project Manager (PM). The PM will be based in Port-au-Prince, Haiti, for a project of approximately 3 years. S/he will provide technical advice and oversee the implementation of activities that will help to reconstruct and build areas in Carrefour (a community of metropolitan PaP) through an Integrated Neighborhoods Approach. This includes technical skills in reconstruction, economic development, staff management, social development and governance development through the local and central government and the community.

The PM will lead the planning and implementation of the project, overseeing all aspects (programmatic, financial, administrative, personnel). S/he will ensure that all project interventions are of a high quality and lead to measurable impact. This includes, but is not limited to, overseeing and preparing annual work-plans, identifying external technical support needs, ensuring that appropriate management practices are being used in project implementation and that Monitoring and Evaluation systems are being used to provide timely management information.

Responsibilities:

- Implementation
- Coordination
- Education

Required Skills:

- Architecture / Urban Planer / Civil engineering / International Development, or equivalent degree/experience
- At least 5 year experience in project management, preferably post emergency transition phase and urban development.
- At least 3 year of experience working in similar contexts and spaces
- Capacity to write precise reports and management tools.
- Capacity to draft contracts and to manage contractors, likewise capacity to implement
- Experience in project formulation, use of log frames, and writing project implementation documents.
- Fluency in French with working ability in English to draft and edit documents, correspondences, briefings

Description:

Desired:

- Technical knowledge Disaster Risk Reduction (DRR) strategies. Including risk assessment

and risk reduction planning

- An understanding of Water and Sanitation elements
- Awareness of Community-centred and self-build approaches
- Experience in Local Government capacity building
- At Least 1 year relevant work experience in Haiti
- At Least 3 year experience managing staff and providing guidance to the process
- At least 1 year experience in knowledge and skills in networking: Has ability to effectively deal with GO/NGO and other counterparts, demonstrated dynamic communication and network with the project partners
- Able to communicate effectively, verbally and in writing with staff at all levels of the organization and with a wide range of people
- Ability to communicate in Creole
- Knowledge of GIS systems and use of databases