

## POSITION DESCRIPTION

DRR and urban development advisor “Amelioration Quartiers”	<input type="checkbox"/>	<i>Nouveau</i>	
	<input checked="" type="checkbox"/>	<i>Révisé</i>	
	<input type="checkbox"/>	<i>Pas de changement</i>	
<i>Titre du poste</i>			<i>Grade</i>

### Neighbourhoods Department / Haiti

*Department/Country*

*Incumbent's Name (if applicable)*

*Date Submitted to HR*



### Job Summary

**General background:** CARE has been working in the area of Carrefour in the South-West part of Port-au-Prince since shortly after the earthquake of January 2010. The area spread across a small and steep watershed from the hills down to the National Road No2, more specifically in the areas of Ti-Sousse, La grenade, Aztek and Sapotille. In this frame, CARE aims to foster self capabilities and improve living standards through a Neighbourhood approach. For this, CARE has been implementing projects on infrastructure, housing, reconstruction, housing repairs, capacity building and community organization.

The aim of the department is to develop conceptual framework and methodologies that allows the whole action to be develop as a general strategy and be replicable. The work is based on participatory urban development, Improved Governance and Disaster Risk Reduction. The department is organised as a general steering body with a general coordinator, a governance and Social development manager and DRR and urban development advisor.

The **DRR and Urban Development Advisor** position is expected to be filled in order to complete the main roles of DRR and urban advisory, but also to contribute to the general learning process and capitalization of the experience, which is expected to have longer term perspective. Ultimately his/her role is to contribute to the development of an improved urban development strategy and to help to capitalize on the experience.

The **DRR and Urban Development Advisor** “Amelioration Quartiers” will also contribute to adequate implementation of works and designs in the field. The objective is to improve the field work, supervise on site and make recommendations and provide advice to the implementation of the works when they are taking place.

General Purpose:

- To provide creative thinking in the development and implementation of the urban development strategies, in particular in the field of DRR
- Contribute to consolidate the department strategy toward urban development.
- General support and guidance to the DRR team.
- Help to build knowledge and learning of the projects processes, including guidance to develop M&E framework.

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## Responsibilities and Tasks

### Job Responsibility #1

35%
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*% of time*

**General strategy development and urban advice.** Contribute and recommend actions towards urban development and the general neighbourhoods upgrading, which can help to consolidate the departments and organisation strategy towards urban work.

#### For these activities it would be necessary

- Design the procedures to implement a participatory urban planning process
- Design the procedures to implement housing retrofit works and new constructions.
- Design the procedures to implement of infrastructure works.
- Oversee the use of appropriate project procedures and documentation, including project planning tools, procurement forms, maps, designs, etc.
- Design project works jointly with the technical team as necessary
- Visit the field works regularly.
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### Job Responsibility #2

25%
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*% of time*

**DRR Strategy support.** Contribute and advice the implementation of the Community Managed Disaster Risk Reduction strategy and a general DRR plan. In addition, build a stronger link with the local official structures, like the Direction de la protection Civile (DPC) et les Comites local de la protection Civile (CLPC).

#### For these activities it would be necessary

- Coordinate and establish a liaison with the technical agency of the municipality and the department.
  - Coordinate with the field teams to advice and better implement the CMDRR strategy.
  - Coordinate with the Governance and Social Development Manager to implement the DRR plans and strategies.
  - Revise the DRR in relationship with the urban development plan and the municipal development plans.
  - Provide general support to the department in all aspects of urban risk reduction and management.
  - Propose new and enlarged DRR strategies and support the department in all DRR initiatives.
  - Capitalize on the experience and construct knowledge about it.
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### Job Responsibility #3

25%

**Follow up and knowledge capitalisation.** In the frame of the process of gaining experience of the department in the field the neighbourhoods approach, the DRR and Urban Development Advisor is required to contribute actively to project development, compilation of lessons and production of urban participatory planning tools. Thus, this position also requires knowledge about monitoring and knowledge capitalization tools. This can be used for further development of proposals, diffusion materials and experience sharing.

*% of time*

#### For these activities it would be necessary

- Compile experiences and information about the progress of the activities linked to DRR under the projects of the department.
- Direct M&E team and plan the learning and monitoring processes.
- Coordination process of documentation and systematization of best practices and challenges in the implementation of the project for CARE and our partners and capture models for replication.
- System reflection on collected data and data collection with M&E staff (Triple loop learning question: are we doing things the right way? Are we doing the right things? How do we know they are right?)
- Support the integration of research and learning elements into programmatic design, implementation, monitoring and evaluation.
  - Facilitation of learning between NIP partners (learning through sharing)
  - Facilitation of learning between NIP and other CARE projects

### Job Responsibility #4

15%

**Others.** Other activities that are be part of needs of the department and the country office.

*% of time*

#### For these activities it would be necessary

- Permanent feedback to Program Manager and Program Quality and Learning Unit
- Participation in *Tables sectorielles* and Working Group on relevant subjects and issues
- Review and develop draft proposals as required.
- Help with the communication strategy when necessary
- Participation and if necessary facilitation of Program shift transition process
- Any other task required by the supervisor.

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## Problem Solving

- Level 2. For this position the results and expected outputs are defined, however it is necessary to implement them and find the best way to do it. It is expected from this position to become part of the program generating activities, therefore providing feedback and a proactive problem solving attitude.

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## Qualifications (Know-How)

### Education/Training

Required

- Architecture / Urban Planer / Civil engineering / International Development, or equivalent degree/experience required.

#### **Desired**

- Technical knowledge Disaster Risk Reduction (DRR) strategies. Including risk assessment and risk reduction planning
- M&E teams supervision and development of monitoring systems knowledge
- Awareness of Community-centred and self-build approaches
- Experience in Local Government capacity building.

## **Experience**

#### **Required**

- At least 3 years of experience in urban development strategies or planning
- At least 1 year of Experience in urban DRR strategies and tools.
- At least 3 year of experience working in similar contexts and spaces.

#### **Desired**

- At Least 2 year relevant work experience in Haiti
- At Least 2 year experience managing staff
- At least 1 year of experience building M&E structures and systems
- 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.

## **Technical Skills**

#### **Required**

- Capacity to write precise reports and management tools
- Experience in project formulation, use of log frames, and writing project implementation documents.
- French and English working skills to draft and edit documents, correspondences, briefings

#### **Desired**

- 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
- Use of Databases like MS Access

## Competencies

Respect

Integrity

Diversity

Excellence

Planning and Organizing

Pro-Active Problem Solving

Information Collection / Monitoring

Collaboration

Facilitating Change

Initiating Action

Coaching

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## Freedom to Act / Impact

- PRIME (takes full and total responsibility)
- CONTRIBUTORY (provides support and contributes to the overall success)
- ANCILLARY (provides support but contributes indirectly to the overall success?)

## General Accountability

*Types of decisions the jobholder can make without prior approval.*

- Implementation plans
- Work related travel

*Position's level of autonomy for determining staffing of its area of responsibility.*

- Fair autonomy with collaboration of senior staff

## Financial Accountability

Dollar amount of budget managed

\$ 0
\$ 0

Dollar amount of signing authority for this position

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## Contacts/Key Relationships

Primary external and internal relationships, which the employee is expected to maintain.

	<b>Position Title</b>	<b>Relationship Purpose</b>
<b>Internal:</b>	Program Manager Participatory urban development and governance	Supervisor
	M&E and Data Management Team	Supervised
	Construction and DRR Manager	Feedback and support
	Project Managers	Supervised
<b>External:</b>	Other NGO counterparts	Establish partnership and collaboration
	CORDAID	Coordinate the CMDRR plan
	Local Government	Link the project to local government need and expectations

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## Living Conditions

**Location**

**Port-au-Prince**

**Expected percentage of time traveling**

**30%**

### **Special Conditions**

*(e.g. availability of basic schools/medical facilities, security situation)*

Not a family duty station.

### **To apply:**

please click on the link below before the 4th of July:

[http://ch.tbe.taleo.net/CH05/ats/careers/requisition.jsp;jsessionid=B5DF6313C8628AE256ABA468E39CD423.NA10\\_primary\\_jvm?org=CAREUSA&cws=1&rid=2321](http://ch.tbe.taleo.net/CH05/ats/careers/requisition.jsp;jsessionid=B5DF6313C8628AE256ABA468E39CD423.NA10_primary_jvm?org=CAREUSA&cws=1&rid=2321)