

## Job Description

### Program and Partnerships Coordinator



Midwives for Haiti (MFH) increases access to skilled maternity care in Haiti by training skilled birth attendants (SBAs) and providing ongoing and adaptable solutions including institutional strengthening, transport and referrals, and clinical care provision. Please refer to our website to learn about our programs at [www.midwivesforhaiti.org](http://www.midwivesforhaiti.org).

#### **Job Summary:**

The Program and Partnerships Coordinator is responsible for overseeing on-the-ground operations in at MFH's central office in Hinche, Haiti, particularly implementing the major components of the organizations' strategic plan. The role includes management of human resources, supplies, partnerships, data and finances for key maternal health programs. The Program and Partnerships Director is the face of MFH in Haiti and reports to the Executive Director. He/she is responsible for reporting country-level accomplishments to the Executive Director, Board of Directors, Haiti Advisory Board, and other key stakeholders.

This position requires a dynamic and energetic individual who will be responsible for:

#### **Strategic and Operational Planning**

- Implement MFH Strategic Plan in collaboration with Executive Director and Board and monitor progress towards objectives
- Ensure high quality programming in Haiti through participatory planning and goal setting with MFH program staff including the Education Director, House Manager, Birth Center Manager, and Volunteer Coordinator
- Provide weekly written reports to Executive Director and Board of Directors on country-level activities, progress, and challenges.
- Oversee collection and entry of data for maternal health interventions including Mobile Clinic, Traditional Birth Attendant Outreach, and local partner hospital St. Therese.
- Support as well as receive guidance from Haiti Advisory Board at monthly meetings

#### **Partnership Development and Graduate Relations**

- Maintain relationship through regular meetings and follow-up with key government contacts at partner Hospital St. Therese and the Ministry of Health regional office
- Maintain relationships and procedures necessary to achieve NGO registration in Haiti.
- Ensure communication remains open with the DFPSS regarding requirements for authorization/accreditation of the SBA school curriculum.
- Manage and develop network of graduate Skilled Birth Attendants (SBAs) working across Haiti through visiting sites of employment, coordinating monthly Continuing Medical Education, and monitoring career satisfaction
- Identify posts for SBA employment among local, state and NGO health facilities and projects to maintain high employment rate
- Support Birth Center Manager in MFH's partnership with Catholic Church

#### **Human Resources**

- Ensure compliance of national staff of @30 to Human Resource Policies and develop new policies where needed in line with Haitian Labor Law

- Conduct staff meetings with national and international staff in collaboration with House Manager to resolve conflicts and receive feedback
- Provide supervision and support to the Education Director, Volunteer Coordinator, Birth Center Manager, and House Manager in their duties
- Manage scheduling, leave and vacation requests for all national and international staff and keep employee files up to date
- Provide national staff guidance and resources needed to excel in their position through development and use of a performance evaluation system
- Update job descriptions and contracts with employees.
- Ensure a safe and productive workplace free from discrimination for all staff and volunteers in accordance with MFH values

### **Supply Management**

- Oversee and monitor the Supply Clerk to ensure accurate and timely purchasing and/or donation requests
- Collaborate with Supply Assistant to keep storage systems well-organized and stocked
- Communicate with donors, pharmacies, vendors, and warehouses in Haiti to retrieve needed supplies for hospital, mobile clinic, and birth center

### **Finances and Accounting**

- Oversee monthly spending for programs and determine discretionary use of petty cash
- Complete monthly reconciliation reports and submit to Administrative Director
- Ensure proper accounting and documentation for all country-level finances
- Provide input to U.S. Office and Board of Directors for development of annual budget
- Ensure equity of salary and benefits for national staff

### **Expectations:**

All MFH employees will adhere to our professional standards of conduct including being professional at all times in appearance and promptness, and demonstrate a character that is beyond reproach in the community.

Any employee of Midwives for Haiti will adhere to the core values of the organization. Our core values include:

**Genuine Partnership-** We will strive to be in genuine partnership with those who share our vision.

**Education-** We will deliver education that enables critical thinking and competent autonomous practice.

**Compassion-** We will embody the compassionate service that is an essential characteristic of quality healthcare.

**Faith-** We will act with the belief that change can occur, one person at a time, and through the efforts of small groups of people who believe it can.

**Pragmatic Solidarity-** We will strive to find culturally and resource-appropriate solutions to community-identified problems by means of respectful communication with the communities we serve.

### **Desired Qualifications**

- Master's degree in international development, management, or health
- 2 to 3 years managing programs for mission-driven organizations in a low-resource

setting

- 1 or more years of experience in Haiti highly desirable
- Proficiency in French or Haitian Creole
- Knowledge of global maternal health, reproductive health, midwifery, and/or public health strengthening
- Demonstrated ability and patience to see complex projects through to their completion
- Familiarity with strategic planning, monitoring & evaluation, and financial management
- Excellent written and presentation skills
- Demonstrated experience developing relationships with a variety of agencies, organizations and stakeholders
- Demonstrated commitment to service, advocacy, and social justice

**Start Date:** January/February 2017

**Work Days:** Position is based on a 40-50-hour work week and occasionally requires availability evenings and weekends.

**Length of Commitment:** 2 years

**Placement:** Hinche, Haiti

**Compensation:** \$24,000/year plus benefits; Room & Board, Travel Stipend, Health Insurance

**To apply:** Please submit a resume, date you would be available to start, and answers to the two questions below to [info@midwivesforhaiti.org](mailto:info@midwivesforhaiti.org). Each answer should not exceed 250 words.

1. Give an example of a sacrifice or commitment you have made to advance a social justice issue.
2. Describe your experiences managing programs while balancing expectations from multiple stakeholders.

**Deadline: January 30, 2017**

Midwives for Haiti is an equal opportunity employer. Persons of color and persons of Haitian descent are strongly encouraged to apply.