

Posting Date: 01/04/12

Closing Date: 02/10/12

POSITION AVAILABLE: Director of Programs, Haiti

COUNTRY of POST: Haiti

LOCATION: Holt Fontana Children's Village, Kaliko Beach area

LANGUAGE: Requires ability to speak and write Creole, French & English

Background:

In 2003, Holt began serving children in Haiti through a partnership with the Hope for Haiti Foundation, a humanitarian organization founded by Peter and Shay Fontana. Holt provided the support and expertise to develop a comprehensive child service program centered at the village. Together we have built up The Holt-Fontana Children's Village, a crèche near Montrouis, north of Port-au-Prince, first placing children with U.S. families in 2006.

Before pursuing adoption, Holt's first priority is always to keep children in their birth families, whenever possible. To that end, Holt established Famni Ansanm, or "Family Together." Families in the program receive crisis counseling and emergency assistance, as well as basic medical, nutritional and educational support. Ultimately, these services help ensure a safe, structured home environment for at-risk children.

For six years, Holt served families and children in the coastal town of Montrouis. By providing tools to help them become self-reliant, including vocational skills and family wellness trainings, our efforts created positive and lasting change in the lives of these families. In 2011, Holt developed a new strategy that centralizes Famni Ansanm through the Holt Fontana Village.

Holt-Fontana Children's Village is now seeking a highly motivated Director of Programs to help continue to:

1. Promote the development of child welfare programs in Haiti by assessing and implementing new ways to assist homeless and/or vulnerable children in country
2. Direct country projects by providing management and accountability for program, staff and day to day operations at Holt Fontana Children's Village.

The Program Director oversees the activities and supervises the work of the Holt-Fontana team to ensure that objectives are met on time and within budget. S/he is responsible for the efficiency

of the programmatic approach and is the chief advocate for strengthening the Fanmi Ansanm program in Haiti.

Duties and Responsibilities:

Administers program delivery of country projects by directing the operations of project service delivery systems which may include such activities as: accountability to grant funders, oversight and management of sponsorship program and staffs and day to day HFV operations.

Achieves country objectives by working with Holt-Fontana trustees in setting goals and objectives, supporting staff in developing program design and work plans, ensuring compliance with timelines, and ensuring quality service delivery.

Maintains a productive work relationship with US Government authorities in country, particularly the USAID mission field office and other project funders by attending meetings, reporting project activities and adhering to funder's financial and procedural guidelines.

Empowers staff in their duties by providing clear performance objectives, guidance, evaluation and training for staff supervised, and provide appropriate avenues for staff to present ideas or concerns related to their work.

Ensures financial accountability by preparing annual budgets and managing or supervising approval of financial transactions and submission of accurate monthly financial reports.

Manages grant or other support by ensuring financial and service accountability to Holt-Fontana mission.

Maximizes Holt-Fontana's mission by assessing and implementing new ways to assist homeless and/or vulnerable children in country.

Promotes the development of child welfare programs in the country by participating in community meetings, participating in country public relations activities and training activities.

Maintains effective level of local staff by recruiting and supervising such staff and recommending to the Holt-Fontana trustees appropriate compensation and benefit packages.

Facilitates management of country projects by regularly reporting to the Holt-Fontana trustees in prescribed formats and adhering to office guidelines for directorship of project.

Ensures effective in country logistics of staff visitors and volunteers by coordinating or supervising project staff in arranging local scheduling, orientation and other related tasks.

Ensures overall staff coordination in objectives of country projects and Holt-Fontana mission by scheduling regular staff meetings and jointly planning for overall country strategies in conjunction with the Director of Adoption Services and the Holt-Fontana trustees.

Monitors record keeping system working with Adoption Service Department (ASD) to ensure maintenance of records on all children and placements to families and ensuring timely child reports and medical histories for children in adoption program.

Manages all program records and documents by ensuring maintenance of records on all children and families and oversight of the Child Management System (CMS) as appropriate and sponsorship reporting systems.

Contributes to team effort by accomplishing related results as needed

Any other duties as assigned

Qualifications

KNOWLEDGE: Preferred background involves a Masters Degree in social work, international relations or other social service field or Bachelor's degree with extensive program work experience. Ability to speak and write Creole, French, and English. Practical knowledge of development concepts and child welfare programs. Proven skills in program management, training abilities and social work program development.

INFORMATION PROCESSING: Manages information flow from project to trustees and donors. Submits written and statistical reports in prescribed formats. Analyzes and synthesizes information to achieve project objectives, information that often requires close scrutiny due to its culturally diverse origins.

SCOPE OF RESPONSIBILITY: Ensures implementation of multiple work plans to achieve project objectives. Manages project's compliance with Holt-Fontana and other major funders' procedures and policies. Hires and directs local staff with different cultural backgrounds. Develops or recommends systems relevant to country's social or legal systems to achieve project objectives. Ability to work independently.

INTERPERSONAL COMMUNICATION: Communicates effectively in cross-cultural environments. Develops and maintains productive relationships with in country officials and other individuals of value to the project. Maintains effective communication with a multicultural staff. Trains others to achieve project results. Ability to resolve problems in a multicultural environment and among individuals with a wide variety of backgrounds and expectations.

IMPACT OF RESULTS: Directs daily implementation of overseas project to achieve project objectives in serving homeless children and arriving families. Represents Holt-Fontana with officials in Haiti.

CONTROLS: The Director of Programs reports to Holt International's Program Director for Africa and Haiti and is evaluated by the Holt-Fontana trustees in conjunction with the Program Director from Holt International.

WORKING ENVIRONMENT: Demanding and isolated living and work environment. The DP works from office located at Holt Fontana Children's Village (HFCV) in the area called Kaliko Beach just south of Montrouis. Modest living quarters are provided at HFCV for the Director of Programs.

