

Job Opening

Title : **Program Officer, Level 3, Haiti**
Organization : **Equitas - International Centre for Human Rights Education**
Location : Montréal, Canada
Full-time, 12-month contract, with possibility of renewal
Status : 35 hours/per week

Application deadline : March 15 2021, at noon (The selection of candidates will be done on an ongoing basis.

Start date: March 31, 2021

Are you motivated by challenges? Are you passionate about human rights and want to contribute to the development of our programming in Haiti? Do you have experience in project management? If so, Equitas has a unique opportunity for you.

Equitas is Canada's most recognized and active human rights education organization. We work for the advancement of equality, social justice and respect for human dignity through transformative education programs. We empower people to address inequalities and discrimination, and to work to build more inclusive and rights-respecting communities.

Equitas is seeking a **Program Officer III** with a passion for human rights, equality and inclusion and with experience in program management, particularly in Haiti. **The Program Officer III** will be responsible for the management, implementation and evaluation of our three programs in Haiti. Reporting to the Director of Programs, the **Program Officer III** supervises a Project Officer II, and works closely with an Education Specialist. She/he is responsible for program management (planning, implementation, monitoring and evaluation, financial management, and strategic partnership development). She/he supervises the project teams in Haiti and coordinates team meetings and good collaboration between projects. He/she will ensure good communication with the donor.

Tasks and Main Responsibilities

- Ensure follow-up and development of positive links with partners, donors and stakeholders.
- Manage the annual planning, development, implementation, and evaluation of program activities (including training, mobilization campaigns, forums, and planning and evaluation meetings) in collaboration with project partner organizations.
- Ensure effective financial management of all program activities and accountability to donors.
- Contribute to strategic planning and program development.
- Contribute to the co-supervision of a national coordinator in Haiti, in collaboration with the lead partner.
- Conduct fundraising for program activities in Haiti and the region.
- Develop and lead the program strategy in Haiti.
- Support the implementation of communications activities.

- Represent Equitas at conferences, workshops, forums, communities of practice, etc. as required.

Qualifications

Experience and skills

- **At least seven (7) years of work experience in human and women's rights program management** (financial management, coordination with partners, monitoring and evaluation).
- Demonstrated skills in developing strategic partnerships and ability to work with multiple stakeholders to identify solutions to complex issues.
- Knowledge and understanding of the political context and human rights issues in Haiti, ideally with experience working in the country.
- Demonstrated experience in human rights education and desired experience in gender-based analysis, citizen participation, women's leadership and/or capacity building of civil society organizations.
- Proven experience in fundraising and donor relations.
- Ability to work on several projects at the same time - excellent management and organizational skills.
- Excellent interpersonal skills and demonstrated leadership capacity.
- Experience working in a multicultural environment.
- Commitment to Equitas' mission and values.
- Ability and interest to travel 3 times a year for an average of 2 weeks.
- Demonstrate creativity, strategic judgment, innovation and vision.

Language requirement

- Excellent communication, speaking and writing skills in French.
- Comprehension of Haitian Creole, oral and written.
- Ability to communicate in English.

Other considerations

- Possibility to travel in Canada and/or internationally several times a year;
- Familiarity with the issues in Haiti;
- Applicants must be authorized to work in Canada.

For further information about Equitas consult our website at www.equitas.org. Equitas is committed to employment equity and encourages applications from Indigenous peoples, visible minorities, people living with disabilities, and people of all sexual orientations and gender identities. Equitas offers a competitive salary and benefits in the NGO sector.

Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.

The selection of candidates will be done on an ongoing basis.



éduquer. habiliter. changer.

Please **send 1 attachment** (cover letter and C.V.) by email with **your name and Program Officer III - Haiti** in the subject line by **March 15, 2021, noon**, to:

Catalina Lomanto
rhequitas@equitas.org