

JOB OFFER

Parole & Action, which has been working in Haiti for more than 30 years, has developed a joint program with its main donor "Training in Technical and Vocational Education". Parole & Action strongly believes that the training of students can only work if it is based on concrete demand from the private sector. The labor market dictates the type of employees needed with the right skills and attitude and behavior. Therefore this program of "Training in Technical and Vocational Education" Word & Action seeks for immediate employment a coordinator for the activities of this program for a period of one year with possibility of renewal.

This Coordinator will report directly to the Executive Directors of P & A.

Main tasks

- Management and coordination of the TVET program.
- Find funds through strategies put in place for the sustainability of the program.
- Ensure a high-quality training program is in place based concretely on the needs of the private sector.
- Pedagogically supervise the work of the technical units while ensuring that the activities are in line with the goals and objectives of the program.
- Be responsible for maintaining a good relationship between the program, stakeholders, supervisors and international visitors.
- Ensure timely reporting according to organizational planning and monitoring systems.
- Prepare the plan and the annual budget, submit them in time and ensure their prompt execution.

Other responsibilities.

- Networking with the private sector and key business market opportunities, vocational schools, institutions of the place, and other key stakeholders.
- Participate on request at national and regional meetings.
- Submit monthly planning and quarterly a narrative report of activities.
- Submit progress reports according to the annual plan submitted to the project leader and management of the organization. .
- Submit an annual report to stakeholders.
- Collaborate with the office for any other required tasks.

Qualification required.

- University degree in Vocational Education, and / or Business Administration
- Relevant professional experience of at least 3 years in vocational education or business development preferable in project development and management, specifically "project-based approach".
- To be a mature Christian engaged actively to a local church.
- Good oral and written communication in French and English (Spanish is an asset).
- Good knowledge of software (Word, Excel, Power Point and social media).

- Excellent report writing and technical proposal writing capability.
- Excellent personal and relational skills.
- Excellent ability to work in a team, initiative, leadership and facilitation
- Ability to work under pressure with limited supervision.
- Possession of a TA driving license.

Interested persons must send their application (including the curriculum vitae, copies of diplomas and certificates obtained and a handwritten letter of motivation) under the reference "PAROLE & ACTION" no later than November 23, 2018 to the following address: e-mail: info@paroleetaction.org or 10 Rue Acacia, Avenue des Tourterelles, Fragneau-ville, Delmas 75. Only eligible candidates will be contacted.