



Announcement for the Hiring of a Programs Director

Care 2 Communities (C2C) operates seven primary healthcare clinics in northern Haiti. We work to create a model for sustainable, accessible, community-based healthcare in Haiti that meets the needs of the population and empowers families to lead healthier lives. All C2C clinics are a “one-stop-shop” for comprehensive services, providing patients with high-quality care through physician consultations, on-site pharmacies, and on-site lab testing.

C2C is growing and we seek to hire a Programs Director (PD) who is responsible for overseeing all aspects of C2C’s programs including programs affiliated with the MoH as well as specialty programs (community health, maternal health, and sexual & reproductive health). The Director will analyze programming for strengths and weaknesses, sustain and grow our programs through development, implementation, community relations, fundraising, and administrative support. This position supervises a team of 30 staff, including 1 direct report. The Programs Director will serve as a core member of the 3-person senior leadership team and report directly to the Managing Director.

Responsibilities:

- Responsible for ensuring that all programs (community health, maternal health, sexual reproductive health, vaccination, malnutrition, malaria, HIV, and tuberculosis) are well designed, delivered according to plan, on budget, and are appropriately monitored and evaluated;
- Understand the needs, challenges, and priorities of current programs and plan, modify and improve programs by identifying the right interventions to support goals, and the target population;
- Build and nurture an organizational culture that exemplifies C2C’s core values of innovation, efficiency, creativity, and patient-centricity at all levels;
- Initiate and set goals with metrics for programs based on C2C’s organizational objectives. Track, monitor, and report on these goals every quarter;
- With the help of the Program Manager, oversee the work of a team of more than 30 staff members, requiring periodic clinic and field supervisions, and conceptualizing new strategies to coach, mentor, and improve employees’ performance;
- Proactively resolve and find durable solutions to problems related to project implementation and achieving set goals and objectives;
- Collaborate closely with the Managing Director (MD) and Development & Communications Senior Associate on the development of proposals from a program perspective. Assist with the writing of interim and final donor reports including overseeing processes, deadlines, milestones, and budgets are in accordance;
- Communicate proactively and regularly with the MD regarding program updates;
- In collaboration with the Chief Medical Officer create and implement a quality assurance framework and mechanisms to evaluate the programs, their impact, and efficiency on the target population;
- In partnership with the MD help in the process of putting together multi-year projects, outlining the interventions, goals, and budgets;



- Organize in collaboration with the Program Manager and M&E Officer monthly meetings with the community health staff to provide them with updates on their progress vs goals and suggest improvements when necessary;
- Participate in various MoH meetings/training sessions with the objective of improving all aspects of the C2C's programs;
- Develop effective working relationships with stakeholders, funders, MoH representatives, and Board Members for the betterment of C2C's work;
- Prepare and participate at least once a quarter in Program Committees - keeping Board Members engaged and trying to maximize their talents for the benefit of the organization;
- Handle administrative and logistic work as needed to maintain programs running efficiently. Managing high-level HR issues for programs staff, including conflict resolution/disputes and performance improvement planning;
- Supervise the recruitment of program staff and help in the onboarding process of selected candidates;
- Have financial oversight and management of program budgets and cash expenditures using tools such as Excel and employing correct accounting codes;
- Contribute to blog posts, photos, videos and stories to be shared on social media, digitally or print;
- Help lead special projects, as needed – such as identifying opportunities for research/publication that will elevate C2C's work and profile in the global health arena; collaborate with Board Members and senior leadership to drive this agenda.

Requirements:

- Fluent in English, French and, Creole; strong English communication skills, both written and oral including the ability to review, and synthesize information
- University Degree – preferably in a health-related field, business management, or a similar degree related to organizational development
- 3 to 5 years of program management experience including program design, planning, implementing, and evaluating
- Minimum 2 years of proven experience in leadership success
- Operate at advanced levels of authority and control significant activities, budgets, and resources to produce and take responsibility for results
- Excellent team leadership with the ability to supervise, manage and discipline a large team while still working collaboratively with them and maintaining positive relationships
- Lead effective meetings and demonstrated presentation skills
- Conceptualize, outline, and write technical documents (reports, proposals, blogs)
- Exceptional attention to detail, including the ability to review and analyze programs success
- Experience in liaising with donors, partners, contractors, and government employees
- Strong planning and organizational skills, ability to prioritize, multi-tasking, and problem-solving
- Significant experience using computers, Microsoft Office, and Google Drive, including working with new software programs (EMR)– demonstrate the ability to solve technical problems
- Committed to building a strong brand reputation for C2C
- Willingness to be flexible and open to new responsibilities, new duties, new projects/initiatives, and new deliverables



- Previous experience supporting USAID programs, international organizations, or multi-year projects (desirable)

Please note:

- The person chosen for this position will be based in the Northern Department (Cap-Haitian)
- The position requires travel to clinic sites which are mostly located in rural areas.
- The expected hours for this position are Monday – Friday 8:00 am – 4:00 pm (occasional weekend work, several times per year)

How to Apply:

Please email your CV and cover letter **in English**, along with the name and contact details of three references to jobs@care2communities.org by Monday, February 13th, 2023. Resumes without a cover letter will not be considered. If an application is retained, the interview will be conducted in English.