



## **Job Description**

For immediate release

**Program Name:** CBO and MSME Capacity Strengthening Program

**Position Title:** Capacity Development Coordinator

**Start Date:** On or about 1 November 2018

**End Date:** On or about 30 April 2019 (18 months)

## **Background**

Papyrus S.A. is a Haitian firm working in the development sector with numerous partners predominantly in agricultural value chains and capacity building. The firm has been contracted by the Pan American Development Foundation (PADF) to provide capacity building services to community-based organizations and micro, small and medium-sized enterprises, competitively-selected by PADF for community-driven development grants, and to incorporate those which obtain certification on the Konbit Platform. Papyrus will likely work most intensely with 15 or fewer organizations drawn from 15 communes in the south, north and capital regions.

## **Scope of Work**

Reporting to and receiving guidance and training from the Papyrus Chief Program Officer, the Coordinator will have overall responsibility to implement the sub-contract. Working with and managing up to three Organizational Assessors, the Coordinator will develop plans for and implement the activities required to successfully achieve the program objectives. Activities will include:

- Assist the project team with initial technical CBO/MSME appraisals
- Conduct rapid pre-assessments to identify the most promising organizations
- Conduct Organizational Capacity Assessments of organizations and develop action plans
- Make monthly visits to review and adjust action plans
- Enroll successful organizations on the Konbit platform
- Prepare monthly, quarterly, annual and final reports for

The successful candidate will be a specialist in community organizational strengthening, with a master's degree or equivalent in a related field and/or five years of experience in human/organizational capacity development. S/he must demonstrate the ability to work independently and efficiently and to manage, train and motivate a small team of technicians. The candidate must have excellent people skills and be a strong team player. The position requires strong English language writing skills. Spoken Creole proficiency is essential, French a plus. The candidate will be tested for writing and spreadsheet skills and biographical data will be checked.

The salary will be competitive and negotiated on the level of the position and the salary history of the candidate. The position will be based at the Papyrus central office in Bourdon, with frequent, extended trips to the north and south of Haiti. This is a local position; standard Haitian fringe benefits will apply plus health insurance and some allocations.

Interested candidates should send a cover letter and resume to: [application@papyrushaiti.com](mailto:application@papyrushaiti.com)  
Please indicate the position you are applying for in the email subject.