



## **Job Description**

For immediate release

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

**Position Title:** Organizational Assessor Consultant

**Start Date:** Variable

**End Date:** On or about 28 February 2019 (18 months)

## **Background**

Papyrus S.A. is a Haitian firm working in the development sector with numerous partners 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 Program Coordinator, three Organizational Assessors (OAs) will assist the Coordinator implement the activities required to successfully achieve program objectives. Activities will include:

- Conducting rapid pre-assessments to identify the most promising organizations
- Conducting Organizational Capacity Assessments of select organizations and developing action plans
- Making monthly visits to review and adjust action plans

The successful candidates will have community organizational strengthening experience, with a degree or equivalent in a related field and/or three years of experience in human/organizational capacity development. They must demonstrate the ability to work independently and efficiently under the guidance of the Coordinator. The candidates must have excellent people skills and be strong team players. The position requires strong Creole proficiency and French; English skills are a plus. The candidates will be tested for writing and spreadsheet skills and biographical data will be checked.

This program will have times of intense activity, requiring all three OAs for several months at a time, and other periods when only one will be required. Therefore, all the positions are consultancies, not full time positions. Successful candidates can expect between two and three consultancies over the 18-month program, each of two or more months.

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 consulting position; no benefits are offered.

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.