



Scope of Work, Papyrus S.A. Chief of Party (COP)

Organization

Papyrus S.A. is a private firm that prides itself on its lasting results-based approach focused on connecting local and international aspirations. For more information, please visit www.papyrushaiti.com

Position Description

Papyrus is looking for a Chief of Party (COP) for its Civil Society Strengthening Program (CSSP) funded by USAID/Haiti to address capacity development gaps that limit the effectiveness of civil society organizations to achieve significant and sustainable results. The project will improve advocacy for democratic social change, development, and rights on behalf of Haitian citizens and improve fundamental living conditions by fostering respect for human rights and access to basic services. The program pillars are:

1. Strengthen the advocacy, managerial, financial, and administrative capacities of both advocacy and service provision oriented CSOs.
2. Build comprehensive, efficient, and effective networks of CSOs at the national and grassroots level.
3. Support productive working relationships between CSOs and development actors, including local/central government, the private sector, and major donors.

Responsibilities

Papyrus S.A. is the Prime implementer and manages activities in partnership with other local and international implementers and service providers.

Primary tasks of the COP include but are not limited to the following:

- Ensure excellence of project implementation, that activities are implemented on time and adhere to an agreed expense regime, while conforming to Haitian law Papyrus policies and USAID rules and regulations.
- Maintain regular contact with Papyrus Partners to consult on project objectives and implementation, keep them briefed on ongoing achievements, problems and opportunities and ensure a one team approach.
- Represent Papyrus to USAID and report to USAID AOR on program progress, constraints and other requests for information.
- Work with other donors, government, and private sector representatives, as well as project staff, to enhance Papyrus's capacity to implement the project.
- Undertake other duties that may be mutually agreed upon.

The COP will oversee all project staff in Petionville, and in the field offices, and perform the following tasks, indicatively:

- Oversee a team of up to 20 people and three field offices.
- Draft reports for submission to Papyrus HQ and USAID.
- Coordinate weekly Management Unit (MU) meetings with partners.
- Develop and coordinate all project activities.
- Ensure streamlined communication with both Papyrus HQ and USAID.
- Embrace Papyrus's culture and values and lead CSSP's team accordingly.
- Represent the project to the government representatives, partners and other stakeholders.

Qualifications

- Master's Degree in International Development or Economics or equivalent experience
- At least ten years of experience working in a management position
- Excellent inter-personal and presentation skills
- Excellent written communication skills
- Excellent computer skills
- Excellent leadership skills
- Fluency in French and English is required, Creole a plus.

Interested candidates should have experience effectively dealing with senior officials from donor agencies and gaining their support. Papyrus S.A. maintains a work environment that stimulates creativity, initiative, and open communication among staff in an informal non-bureaucratic setting. The candidate must be able to demonstrate proven leadership skills, ability to quickly overcome challenges, facilitate actions, promote innovative ideas working in teams, produce results, develop positive and constructive relationships, and facilitate project achievements.

There is a premium placed on those who are humble, considerate, and consultative in their dealings with their staff, colleagues and external stakeholders.

Papyrus provides a stimulating work environment and competitive compensation based on salary history.

Interested candidates should send their cover letter and resume to: application@papyrushaiti.com
Please indicate the position you are applying for in the email subject. Deadline for submission is March 18, 2023.