

DEPUTY PROGRAMME MANAGER

Bi-lateral Trade in the context of the CARIFORUM-EC Economic Partnership Agreement (EPA), Haiti-Dominican Republic Programme of Bilateral Economic and Trade Cooperation Programme

**Location: Port-au-Prince, Haïti
Reporting to: Deputy Executive Director**

SUMMARY OF RESPONSIBILITIES

The Deputy Programme Manager is responsible for all of the programme's actions/activities in the assigned country (Haiti). He/she ensures that the programme achieves its objectives and actions are coordinated with the various stakeholders at the national level.

The Deputy Programme Manager will lead together with the Programme Manager, the programme's management team, providing guidance to all team members, among others, on how to:

1. Upgrade the competitiveness of Haiti's and Dominican Republic's private sector;
2. Enhance the regulatory framework of both nations; and
3. Promote trade and investment between both countries.

KEY RESPONSIBILITIES

- Coordinate and promote all initiatives and activities of the programme in Haiti.
- Manage Caribbean Export's Programme Office in Port-au-Prince, Haïti.
- Assist in strengthening of the Trade Ministries, Trade and/or Investment Promotion Organisations, Customs Authorities, Business Support Organisations and Private Sector companies and other related bodies/institutions of Haiti and the Dominican Republic.
- Develop and implement initiatives that support the objectives of the Bi-National Programme, their Institutional strategies, organisational structures and work programmes.
- Compile and submit quarterly reports on information pertaining to programme objectives achievements and studies in each country for informing the draft of the specific work programme to be implemented in Haiti and the Dominican Republic.
- Liaise and advocate with all relevant national bodies and stakeholders in Haiti as to ensure the coherence of the programme's actions and national/international activities being carried out by other partners/donors.

- Ensure the coordination of activities with the Programme Manager, the Delegations of the European Union in Haiti and the Dominican Republic, BONFED and DIGECCOM.
- Actively promote public-private sector dialogue in Haiti within the scope of the objectives/actions of the programme.
- Design, develop and facilitate trade and business development missions.
- Collaborate with the Programme Manager with the view to ensuring that programme staff works towards ensuring that the objectives of the programme are fulfilled.
- Collaborate with the Programme Manager to define performance expectations for staff members and monitor performance.
- Work with the project team to develop and submit annual budgets and work programmes for the Bi-national programme.
- Generally contribute, as required, to the work of the Programme.

Any other duties as required by the Agency, including project related activities.

CORE COMPETENCIES

- Sound knowledge of Haiti's and the Dominican Republic's economic structure and operating systems.
- Strong work ethic and highest level of integrity.
- Self-motivated individual requiring minimal over-sight.
- Excellent communication skills (written and verbal) and ability to deliver subject matter materials to small or large groups of individuals.
- Can effectively lead with good team building skills.
- Strong interpersonal skills with the ability to negotiate and collaborate with internal and external personnel to ensure successful programme implementation.
- Demonstrated analysis and trouble-shooting skills.
- Able to develop follow-up plans including documentation of actions items and time-lines.
- Ability to work under pressure with competing demands and organise his/her work following agreed priorities.
- Ability to work effectively in a multi-cultural, diverse, dynamic environment.
- Advanced proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
- Fluent in French and Spanish, working knowledge of English will be a plus.

TRAVEL DEMANDS

- Frequent travel between the Dominican Republic and Haiti will be required to undertake the duties of the post effectively.

EDUCATION / EXPERIENCE / CREDENTIALS

- A Postgraduate degree in a Business Administration, International Business and/or Trade, Economics or a related field.
- A minimum of five (5) years of experience in managing/supervising development projects or project management with donor institutions.
- At least two (2) years of professional experience in facilitation of international trade, private sector development and/or investment promotion.
- At least three (3) years of experience working with the private and public sectors of Haiti and/or the Dominican Republic;
- CARIFORUM and/or EU national.

APPLICATIONS

Interested applicants must send their CV's accompanied by a motivation letter by e-mail to eoliveira@carib-export.com copied to adiaz@carib-export.com by December 13th, 2017 the latest.