



## Haiti General/Technical Coordinators (voluntary role) – Job Description

<b>JOB TITLE:</b>	Haiti General/Technical Coordinators
<b>RESPONSIBLE TO:</b>	Haiti Director
<b>LOCATION:</b>	Hopital Convention Baptiste d’Haiti, Quartier Morin, Department Nord, Haiti
<b>HOURS:</b>	Full time
<b>SALARY:</b>	<b>Long term volunteers:</b> Accommodation, expenses and per diem <b>Short term volunteers:</b> HHA sometimes have the capacity to provide accommodation, some expenses and per diem support for short term volunteers, though this is not always possible. We do often accept self-funding or part self-funding volunteers as well. This can be discussed on a case by case basis.

### OVERVIEW:

Hope Health Action (HHA) is a Christian NGO passionate about providing life-saving health and disability care for the world’s most vulnerable. In 2007 we co-founded Hopital Convention Baptiste d’Haiti, which is now one of the leading hospitals in northern Haiti; a 100-bed facility with about 300 Haitian staff that supports around 30,000+ patients annually.

The hospital has a range of services including a maternity and neonatal unit, paediatric ward, rehabilitation unit for persons with spinal cord injuries and other neurological disabilities, an emergency department, internal medicine ward and surgical department, offering general, orthopaedic and obstetrical care. Other services include a WHO certified COVID19 ward, community health activities and a respite centre for children with disabilities.

Since the hospital began 15 years ago, it has benefited from an amazing range of short, medium and long term volunteers with a diverse range of skills. HHA is looking for various general volunteers or individuals who have specific technical skills that could strengthen our operations and amazing international and local team. Based in Haiti, this is an exciting opportunity for individuals looking for a short or longer experience

overseas. It may be of particular interest for individuals looking to gain experience in the international development sector. HHA is open to applications from various backgrounds, but is especially interested in hearing from individuals with the following skills: pastoral/chaplaincy care, IT, communications/marketing (inc. photography/film), volunteer coordination, grants and trusts writing, general maintenance (e.g. builders, electricians, engineers, mechanics etc.), project management, monitoring and evaluation.

We are looking for individuals passionate about using their gifts to draw alongside our local team, helping to equip and empower sustainable Haitian led healthcare. These roles will have a huge impact on our life-saving and life-transforming services across northern Haiti. Individuals will have the opportunity to join a friendly and passionate team within Haiti, whilst also learning from HHA's wider team and receiving direct personal support from experienced professionals with international development expertise.

## **RESPONSIBILITIES**

### **Training & Mentorship**

HHA is passionate about equipping and empowering sustainable, Haitian led care. The majority of our in-country voluntary roles will include providing training and mentorship for the hospital's Haitian team based on needs identified by the Haiti staff and HHA consultants, dependent on the specific skill set of successful applicants. For instance, individuals interested in providing pastoral/chaplaincy support would work directly alongside the hospital's local chaplaincy team.

### **Service Improvements**

Whilst the specific nature of work will be dependent upon the skill set of successful applicants, we would be looking to utilise your expertise/experience to aid service improvements across the hospital. This will include:

- Working with the leaders of hospital services, to support and strengthen their efforts
- Supporting HHA in a number of identified service improvements in the corresponding departments
- Identifying new service improvements with clear SMART objectives and measurable KPIs.

For instance, an applicant with relevant electrical experience would be able to aid critical electrical upgrades to a number of departments, working alongside our local Haitian electricians team.

## Project Management

This will include managing specific HHA related projects relevant to your area of expertise. This will likely include (dependent on the activity);

- Working with HHA's broader team (both locally and internationally) to identify specific project needs and carry out needs assessments to aid the development of an appropriate project design with clear activities and objectives
- Implementation, monitoring and reporting of project activity to wider HHA team

The exact nature of project management will be dependent on the specific expertise of successful applicants. But, as an example, someone with IT skills would be able to assist HHA with the implementation of new mobile data tools to successfully track and monitor hospital activities through relevant android data apps.

## Other

Whilst the above responsibilities set out some of the core roles and responsibilities typical to our general volunteering placements, applicants will need a flexible and open approach to work in Haiti. We have a small but supportive international team on the ground who will often need to provide support to each other on a range of diverse activities.

<b>PROFESSIONAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Relevant experience or qualifications working in the applicable departments	<b>X</b>	
Fluent in English and willingness to learn Haitian Creole (basic French is desirable)	<b>X</b>	
Previous Project Management experience or relevant leadership qualities (grant writing experience desirable)		<b>X</b>
Good IT skills	<b>X</b>	
Previous experience working in developing countries		<b>X</b>
Experience living or working in a foreign culture		<b>X</b>
<b>PERSONAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Hard-working and flexible in working hours (including anti-social hours)	<b>X</b>	

Open-minded and willing to learn	X	
Sensitive and able to work with people of different faiths and cultures, particularly within the Christian ethos of HCBH and HHA	X	
Strong team player	X	
Comfortable working independently	X	
Comfortable working in a challenging setting, including managing potential security risks or responding to natural disaster risks (hurricanes, flooding etc.)	X	

**If you'd like to hear more about this role please contact:**

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