



## **JOB DESCRIPTION**

### **Director, Department of Grants, Contracts and Legal Services Haiti Watershed Program**

#### **Position Title**

Director, Department of Grants, Contracts and Legal Services, Watershed Management Project.

#### **Location**

PADF Field Office in Port au Prince, Haiti. Full-time expatriate position with benefits.

#### **Supervision**

Reports to the PADF Country Director and Watershed Project Chief of Party.

#### **Education Required**

College degree in a relevant field required, preferably contracting or law.

#### **Language Proficiency Required**

Superior spoken and written fluency in both French and English are required for this position.

#### **Other Requirements**

In-depth knowledge, experience, and training in USAID contracting and procurement regulations, policies and procedures (OMB A-133, A-110, A-122). A minimum of ten years of relevant experience with at least five years of actual USAID field contracting work with prior experience in Haiti highly desirable. High proficiency in drafting written documents, including letters, contracts, grants, and other legal documents, in both English and French. Incumbent must possess a highly pro-active orientation and superior ability to quickly resolve problems in a multicultural context. This position requires outstanding interpersonal skills, positive and constructive negotiation skills, and the ability to develop and maintain productive professional relations with the PADF/Haiti staff, USAID Mission staff, particularly Contracting Officers and CTOs, grantees, contractors and others. Incumbent must also have strong work ethic and commitment to the mission of the Pan American Development Foundation and the Organization of American States, as well as a proven track record facilitating rapid implementation of USAID grants and contracts through non-governmental organizations (NGOs) and contractors.

#### **Start Date**

TBD. Please note the position is subject to funding approval by USAID.

#### **General Description**

PADF requires an experienced Director for Department of Grants, Contracts and Legal Services for an upcoming project in Watershed Management. The incumbent will work with PADF Haiti staff and its partners to facilitate rapid project start-up, development and finalization of sub-contracts and sub-awards, and to ensure appropriate documentation and field implementation of sub-projects in accordance with USAID policies and regulations.

**Specific Responsibilities:**

The incumbent will be responsible for ensuring full compliance with legal and documentation requirements for all procurement activities in accordance with the requirements of USAID. The incumbent will also be tasked with providing on-the-job guidance, advice, training and technical assistance as required to project staff and partner and grantee organizations for proper fulfillment of USAID contracting, procurement, field implementation, documentation and reporting requirements for the proposed project. He or she will ensure that PADF Haiti has in place the necessary internal systems for reviewing, approving and monitoring contracts and grants to partner organizations. The incumbent will also ensure that PADF is maintaining up to date manuals for grants management, acquisition, and other necessary subjects, policy guidance, operational guidelines, etc. to assure adequate written guidance and instructions are available to all staff in headquarters and field offices. Where necessary, the incumbent may be required to either update or refine existing documents, or develop new ones. He or she will carry out this activity in close coordination with the Departments for Finance and Administration.

EOE/M/F/D/V