1. DESCRIPTION

The Organization of American States (OAS) is a regional intergovernmental organization aimed at strengthening democracy and cooperation in the Americas. Its member states work together to promote human rights, defend their common interests, and discuss other significant issues in the region. In accordance with the Democracy Pillar of the OAS Strategic Plan, Strategic Area 4 "Promoting transparent and effective public institutions and supporting mechanisms for citizen participation," Objective 4.3 "Developing and strengthening the capacity of public institutions," and Objective 4.4 "Implement strategies that promote access to civil identity as a key to citizen participation and the exercise of their rights". The Organization of American States (OAS), through its office in Haiti and the Universal Civil Identity Program in the Americas (PUICA), will support the National Identification Office (ONI), the national institution that provides adult identification services throughout the country.

The first national identification system was implemented in Haiti between 2006 and 2008 with support from the Organization of American States. Between 2008-2019, more than 5.7 million CINs were issued to Haitian citizens over 18 years old. After the 2016-2017 electoral cycle, the OAS Electoral Observation Mission highlighted the need to replace previously issued ID cards with new ones to ensure that the voter roll was accurate.
In Latin America and the Caribbean, most identification cards expire after 10 years with special provisions regarding the cardholder’s age. This is based on international standards that recommend updating data every In Latin America and the Caribbean, most identification cards expire after 10 years with special In Haiti, the first identification system was established between 2006 and 2008 and continuing through 2019. According to international best practices, it is now time for ONI to update its database’s biometric information to issue new cards.

The OAS technical assistance project Supporting Haiti’s Office of National Identification in the registration, issuing and distribution of the new national identification card will assist the ONI in strengthening their capacities, recruiting, and training personnel, setting up mobile units to distribute the cards throughout Haiti and designing and implementing a public awareness campaign.

To implement this project, OAS is recruiting a Senior Project Manager in charge of the project implementation, the permanent coordination with local authorities involved in the execution of the project, the monitoring of budgets, the preparation of progress reports and the definition of communication strategies. Her/His work will ensure that the project produces specified results, to the required standard, within the specified period and budget as indicated in the project document.

More specifically, the Senior Project Manager senior will be responsible for the following, but not limited duties:

- Manage the project in accordance with the project document.
- Design the project work plan according to the Project Document approved by the donor.
- Liaise with and ensure strategic partnerships with the responsible institutions at the national and sub-national levels and coordinate with them for the implementation of the project and the achievement of the expected results.
- Ensure coordination with project partners and provide managerial guidance for the preparation of the outputs for which the partners are responsible.
- Directly supervise the design and implementation of the awareness campaign;
- Coordinate the exchange of information with other international or national organizations developing activities related to the theme of the project;
- Maintain an ongoing communication (by email, phone, instant messaging, videoconferences) with the OAS Headquarters project manager to share information, jointly plan activities, solve arising issues and work on specific project deliverables.
- Monitor progress towards achievement of project objectives and budget implementation and results in line with the Monitoring Plan;
- Prepare project reports, as well as any other reports requested by the SRSR (Special Representative of Secretary General) and PUICA Coordinator;
- Identify successful stories to be included in the donor reports
- Supervise the work of staff, consultants, and subcontractors;
- Assume overall responsibility for the proper planning related to project workshops and events;
- Ensure adequate information flow, discussions, and feedback among the various stakeholders of the project;
• Make local and international trips per project needs.

2. GUIDANCE AND SUPERVISION

- General guidelines established with the Special Representative of Secretary General (SRSG) and the PUICA Coordinator at headquarters will be followed, however, the Senior Project Manager will have the authority to guide the implementation of the different activities in Haiti and lead the work team.
- The coordinator will determine the tasks to be done and assign them to his/her team. It will be his/her responsibility to monitor the activities regularly to ensure proper execution. The Senior Project Manager will need to regularly comment on ongoing developments with the STSG and PUICA and follow their recommendations.

3. COMPETENCIES / QUALIFICATION

Qualifications
- A postgraduate university degree (Master, PHD) preferably in related fields (politics, public administration, international development etc.).
- At least 7 years of professional experience in project management with increasing management responsibility.
- Demonstrate excellent verbal and written communications skills in Creole, French, and English.
- Familiarity with the OAS and other international organizations' activities in the promotion of civil identity, democratic governance, citizen participation, migration, capacity building, as well as knowledge of the problems of the region.

Competencies
- Ability to work under pressure and stressful situations.
- Ability to lead a work team and designate functions appropriately.
- Ability to plan, organize and comply with the delivery of products within established deadlines.
- Strong interpersonal and communication skills.
- Strong analytical, writing, reporting, and presenting abilities.
- Demonstrated diplomatic, flexibility, discretion, leadership, and negotiation skills.
- Demonstrated ability to make significant technical and management contributions to project implementation.

Please send your CV and Cover Letter to romana@oas.org and jminetto@oas.org no later than December 15th, 2023.

The GS/OAS embraces equality, diversity and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will take into account a wide geographic representation, as well as gender equity and equality, in the selection of candidates.