



JOB OPENINGS

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Anchored by the conviction that safe and affordable housing provides a critical foundation for breaking the cycle of poverty, Habitat has helped more than 5 million people improve their living conditions since our founding in 1976. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families, improve their shelter conditions.

As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. For more detailed information about this announcement, visit <http://www.habitatci.org> or call us at, **(225) 27 22 41 97 75**. Send a cover letter and a resume at: hfhcirecrutement@habitatci.org
Closing date: February 19th, 2021. HFH values and seeks diversity in its workforce, is proud to be an Equal Employment Opportunity employer.

MEAL Specialist (01) / Duty Location: Dimbokro

JOB DESCRIPTION

Summary of work:

Under the supervision of the National Director, the MEAL Specialist will be responsible for the development and roll-out of HFH Côte d'Ivoire programs performance tools for effective programs delivery in the country. The purpose of the position is to support the improvement of program and project efficiency and effectiveness, decision making and learning through (MEAL) Monitoring, Evaluation, Accountability and Learning.

Major Responsibilities

- Design and conduct assessment/baseline survey of the project/programs; Identify, gather primary data, accumulate and highlight impact in future proposals
- Support proposal development, writing of highly competitive grant proposals and project concept notes; Conduct country monitoring of all project's implementation on regular basis.
- Review monthly progress reports and ensure they have evidence to back-up and provide feedback; Report on the status of HFHC's overall program implementation and its implications; Produce the Global Metrics Tool (GMT) report.

Eligibilities and requirements Education

- A University degree in a related field, especially in statistics/social science/economics/ social work, or program evaluation areas,
- Familiarity with qualitative and quantitative data analysis and statistics; Good Knowledge of statistical packages. Advanced MS Excel skills; Strong experience in conducting a research studies including the entire evaluation cycle, from design and formulation to implementation, analysis; Strong analytical, and report writing skills as well as excellent presentation and facilitation skills.

WASH Project Manager (01) / Duty Location: Dimbokro

JOB DESCRIPTION

Summary of work:

Under the supervision of the Program Manager, the WASH ((Water, Sanitation, and Hygiene) Project Manager main responsibility is to provide administrative or technical support in WASH to facilitate the implementation of projects in the project areas. He/She will participate in the development, design, and planning of WASH projects.

Major Responsibilities

- Support the Program Manager to lead the development of both strategic leadership and vision to attain the WASH program goal and objectives.
- Lead and assist WASH animators in developing long terms tasks Planning, include community needs assessments, project implementation, monitoring, evaluation, and reporting.
- Lead the development of drinking water, sanitation and hand washing facilities within schools and communities; Lead the establishment, Operationalization, and capacities development of Pump Management Committees, school hygiene committees to the promotion of hygiene and sanitation in schools and communities using WASH toolkit.

Eligibilities and requirements Education

- Bachelor's degree from an accredited college or university in one of the following areas: public health, social work, local Development, and/or Sociology, WASH, Civil Engineering, environment, Infrastructures, hygiene education, water supply or hydrogeology or other fields related to the work of Habitat for Humanity;
- At least 3 years' experience in WASH project /CLTS project implementation in a major Non - Governmental Organizations.

Grant Accountant Assistant (01) / Duty Location: Dimbokro

JOB DESCRIPTION

Summary of work:

Under the Finance & Administration supervision, the Grants Accountant facilitates support for implementation, monitoring and evaluation, financial and narrative reporting on selected grants in compliance with donor and HFH requirements.

Major Responsibilities

- Assist in the coordination of stakeholders involved in grants management
- Monitoring and coordinating grant financial management, compliance
- Assist the review of grant budgets and work plans
- Assist in Grant cash flow management

Eligibilities and requirements Education

University Degree in Commerce, Finance, Business Administration, or similar fields. Preferably studying towards a Professional accounting qualification such as a Certified Public Accountant or ACCA.

Driver (01) / Duty Location: Dimbokro

JOB DESCRIPTION

Summary of work:

The Driver is responsible for HFH Côte d'Ivoire's vehicle operations, driving staff and guests/visitors in safety manner and keeps good maintenance of vehicles and the HFH Côte d'Ivoire's property and responsible to assist the other departments in providing support on administrative and logistics work.

Eligibilities and requirements Education

Primary school class/child or Secondary school, Good knowledge of rural areas, English speaking will be and added value

Major Responsibilities

- Operate HFH Côte d'Ivoire vehicles for official trips and comply with standard traffic rules and regulations.
- Ensure and maintain the completeness of legal documents in all vehicles.
- Provide a safe and effective driving service for HFH Côte d'Ivoire staff and guests/visitors (this may require overnight stays of several days' duration).
- Maintains daily logs of all trips, mileage, oil changes, greasing etc. Review of daily vehicle's logbooks and keep up-to-date of records.