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INDONESIA: Jl. Beringin IVB No. 4 Padang, West Sumatra Tel: +62-751-7054538

WORK FOR AN AWARD-WINNING NON-PROFIT SOCIAL ENTERPRISE IN HAITI.

POSITION OPENING: Operations and HR Director

Industry: Non-profit/International Development
Function: Operations, Logistics, Security, and HR
Employer: Build Change
Job Title: Operations and HR Director
Job Location: Port-Au-Prince or Build Change field offices, Haiti
Start Date: Immediate
Term: 8 months with possibility of extension
Salary: Competitive, with medical insurance benefits and housing in Haiti

Organization Description

Build Change (www.buildchange.org) is an international non-profit social enterprise that designs earthquake-resistant houses in developing countries and trains builders, homeowners, engineers and government officials to build them. Build Change's designs are affordable, culturally appropriate, and use materials and techniques that will continue to be used after our intervention is finished.

Build Change has ongoing post-earthquake housing reconstruction programs in West Sumatra, Indonesia and Sichuan, China. So far, Build Change has improved the design and/or construction of over 6,400 houses, trained nearly 950 builders and over 1,000 technical high school students, engineers, and government officials in safe construction techniques. Build Change is opening an office in earthquake-devastated Haiti in June 2010.

Build Change is a US-based 501(c)3 non-profit in operation since 2004. Build Change has won grants from Echoing Green, Draper Richards Foundation, Mulago Foundation and Ashoka-Lemelson and was named a 2008 Laureate in the Equality Category for Technology Benefiting Humanity by the San Jose Tech Museum of Innovation Tech Awards. Build Change's work has been featured on abcNEWS World News Tonight, BBC Website, National Public Radio All Things Considered, and the New York Times.

Responsibilities:

Operations Duties:

- Open, equip and maintain Build Change's Haiti main office in Port-au-Prince and field offices
- Locate and negotiate leases for new offices and staff housing, including utilities
- Implement Build Change's procurement system, obtaining requests for quotations, keeping track of items ordered, and inventory control system
- Hire and manage vehicles and drivers including preparing contracts, coordinating schedules, implementing Build Change's vehicle manual
- Implement Build Change Standard Operating Procedures, Security Plan, and Emergency Plan
- Maintain IT infrastructure, including troubleshooting hardware and software issues and making backups
- Manage the budgeting, purchasing, printing or manufacturing and distribution tracking of Build Change technical resources for safe reconstruction
- Coordinate travel for expatriates
- Recruit and supervise office manager and support staff such as cleaners, cooks, security guards and drivers

HR Duties:

- Lead recruiting process by posting vacancy announcements, collecting and sorting applications and CVs
- Create and maintain national staff personnel files
- Distribute, collect and check monthly timesheets from national staff, and process payroll in compliance with Haiti employment laws
- Prepare, complete and file contracts and hiring packets, including tracking benefits accumulation
- Update and disseminate Build Change employee regulations, in compliance with Haiti employment laws



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- Schedule and facilitate Performance Reviews.

Qualifications:

Build Change is seeking an experienced, versatile, competent candidate to manage operations, logistics and security at Build Change's offices in Haiti.

Qualifications:

- Minimum 5 years professional experience in operations, office management, logistics, HR and security
- Work experience in a developing country, preferably a post-disaster setting, and willingness to live and work in a post-disaster environment; experience in Haiti is a strong plus
- Details-oriented workstyle, including ownership over milestones, workplans, reporting, using computer tools such as MS Excel and Word
- Proven ability to get things done
- Top-performing educational background
- No ego, drama, or pessimism; the successful candidate will be flexible, humble, patient, and have a good sense of humor
- Fluent English and excellent, professional communication and negotiation skills
- Fluent French and Creole are strong pluses.

To Apply

Email cover letter and resume to build.c.hire@gmail.com with Subject Line: Haiti Operations Director. Applications will be accepted through July 26, 2010. Qualified women, Haitian citizens, members of the Haitian diaspora, and candidates with French and Creole language skills are strongly encouraged to apply. Only shortlisted candidates will be contacted.