

Confidential Position Specification
**Interim Haiti Reconstruction Commission
(IHRC)**
Executive Director

April 2010



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CONFIDENTIAL POSITION SPECIFICATION

Position	Executive Director
Company	Interim Haiti Reconstruction Commission (IHRC)
Location	Haiti
Reporting Relationship	Reports to the IHRC Board and Co-Chairs

COMPANY BACKGROUND/CULTURE

"The IHRC will ensure the effective planning, coordination and deployment of bilateral, multilateral, non-governmental organization and private sector resources; providing accountability and transparency to such efforts; and, optimally sequencing and leveraging contributions and investments involving these entities. The IHRC will continue to develop and refine Haiti's development plans, assessing needs and gaps, and setting out priorities for investment. The IHRC shall approve project proposals for consistency and coordination with the Haiti Action Plan. It shall also draw up and solicit projects that fit within the priorities of the Haiti Action Plan and decide on the eligibility of external submissions."

KEY RESPONSIBILITIES

The Executive Director will be a compelling, and strategic leader with a reputation for holding the highest ethical standards. She or he will have demonstrated the ability, in at least one previous role, to work effectively at the intersections of politics, public finance, economic development, and strategic management in a high-pressure and high-visibility context. She or he will be an informed leader with focus, determination, and flexibility, and with the demonstrated ability to convene and build coalitions for effective action and to encourage others to do the same.

The Executive Director will be an enabler and facilitator who will have the ability to work with a strong, engaged Board and a diverse set of domestic and international stakeholders. She or he will be committed to straightforward, fact-based, and transparent dealings, and will have demonstrated dependability and successful follow-through and execution under challenging professional circumstances.

The Executive Director will report to the co-Chairs of the IHRC. The Board of the IHRC will be composed of the IHRC's two co-Chairs, and a representative sample of the Haitian and of international donor communities.

Strong written and oral communication skills in both French and English are critical to ensure effectiveness in presenting IHRC and its mission to its affiliates, various government agencies, and the public. The Executive Director will have experience working in senior positions at development institutions and/or leading international companies, and be equally adept at

developing relationships with civil society, the private sector and human rights groups as with heads of state and foreign ministers engaged in the project of Haiti's recovery.

Successful candidates will have strong organizational, administrative, and financial management skills. The Executive Director will be comfortable in a hands-on role – doing as well as directing – and will be willing to do the essential tasks required to meet the goals of IHRC.

Under the direction of the Board, the Executive Director is responsible for the management and strategy of the IHRC, for communication of IHRC's goals, programs and progress, for the protection of IHRC's financial assets, and in general for IHRC's consistent achievement of its mission. The Executive Director is also responsible for ensuring compliance with Board directives and applicable statutory, regulatory and donor requirements.

In management and strategy, the Executive Director will:

- Assist the co-chairs in the design of the IHRC organization, and lead and manage its creation, consistent with the IHRC's governing statute and its mission to assure the recovery and refoundation of Haiti and for Haitians of every background, following the earthquake of January 12, 2010.
- Ensure that the IHRC has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress consistent with the recovery plan.
- Provide leadership in developing organizational, financial, and program plans with the Board and staff; set the priorities of implementation and resource allocation, and carry out plans and policies authorized by the Board.
- Assemble and lead an effective management team, with appropriate provision for succession, and ensure that appropriate strategies are in place to attract, develop, and retain the high-quality personnel needed to staff the IHRC.
- Provide information, analysis and advice to co-chairs of the Board to facilitate decision-making.
- Ensure that IHRC's operations and activities are conducted in accordance with prevailing laws and regulations, IHRC's charter and by-laws, and the highest personal and professional ethical standards.

In communications, the Executive Director will:

- Fully inform the Board on the progress of recovery, the performance of the IHRC and all important factors influencing it.
- Communicate the activities of IHRC and its goals, programs, and progress.
- Establish sound working relationships and cooperative arrangements with donors, NGOs, the private sector, community and civil society groups and organizations, and all Government ministries, agencies and offices.

- Assist the co-chairs in managing diverse views and interests of key stakeholders in Haiti's recovery and working towards a shared and inclusive vision around reconstruction priorities.

In the protection of IHRC's financial assets, the Executive Director will:

- Be responsible for developing and maintaining sound and transparent financial practices.
- Demonstrate IHRC's commitment to the highest standards of financial management and reporting.

PROFESSIONAL EXPERIENCE / QUALIFICATIONS

The Executive Director should possess in-depth knowledge of the complex issues currently facing Haiti. He/she should have solid executive management experience and a clear track record of delivering challenging and substantial projects. He/she will have at least 10 years of relevant professional experience. The successful candidate may come from any sector (public, non-profit/NGO or private) and may be of any nationality or background, though preference will be given to candidates with hands-on experience working in a senior role in Haiti, as will be significant exposure to reconstruction and economic development challenges in other low-income countries. The successful candidate should also have specific knowledge of the donors. Leadership experience in highly efficient and structured organizations, such as the military, is an advantage. He/she will be fluent in French and English, with a strong preference for Creole.

The successful candidate will have experience that demonstrates the ability to facilitate, de-bottleneck, approve, evaluate and monitor complex projects, and also to manage complex stakeholder environments towards effective, collaborative action. Proven success in general management, financial management, and strategic planning is required.

This unique position will require long hours, frequent evening and weekend availability, and the ability to maintain focus and composure in a fast-paced, demanding, and challenging working environment. The successful candidate should be willing to commit to an 18 month contract, which may be extended for a further 18 months in the event that the IHRC's mandate is extended.

The Executive Director will be expected to live in Haiti and must be able to travel from Haiti to attend donor meetings, conferences, and other events as required to fulfill the responsibilities of the position. He/she must commit to maintaining a consistent and public presence in Haiti during her or his tenure in the position.

LEADERSHIP CHARACTERISTICS

Making Complex Decisions

- Can solve even the toughest and most complex of problems; great at gleaning meaning from whatever data is available; is a quick study of the new and different; adds personal wisdom and experience to come to the best conclusion and solution, given the situation; uses multiple problem-solving tools and techniques.

Creating the New and Different

- Is able to come up with the next great breakthrough thing to do; is creative, a visionary, and can manage innovation; is an effective strategist full of ideas and possibilities; sees multiple futures; has broad interests and knowledge; can both create and bring exciting ideas to market; comfortable speculating about alternative futures without all of the data.

Keeping on Point

- Can quickly separate the mission-critical from the nice to dos and the trivials; quickly senses what's the next most useful thing to work on; focuses on the critical few tasks that really add value and puts aside or delays the rest.

Getting Organized

- Is well organized, resourceful, and planful; effective and efficient at marshalling multiple resources to get things done; lays out tasks in sufficient detail to mark the trail; is able to get things done with less and in less time; can work on multiple tasks at once without losing track; foresees and plans around obstacles.

Getting Work Done Through Others

- Manages people well; gets the most and best out of the people he/she has; sets and communicates guiding goals; measures accomplishments, holds people accountable, and gives useful feedback; delegates and develops; keeps people informed; provides coaching for today and for the future.

Dealing with Trouble

- Fearlessly takes on all issues, challenges, and people; comfortably confronts and works through conflict; delivers negative feedback and messages without hesitation; deals promptly and fairly with problem performers; lets everyone know where they stand; thrives in crises and is energized by tough challenges; not afraid to make negative decisions and take tough action; challenges the status quo.

Inspiring Others

- Is skilled at getting individuals, teams, and an entire organization to perform at a higher level and to embrace change; negotiates skillfully to achieve a fair outcome or promote a common cause; communicates a compelling vision and is committed to what needs to be done; inspires others; builds motivated, high-performing teams; understands what motivates different people.

EDUCATION

A university degree in government, business, financial management, political science or related areas is required.

COMPENSATION

Appropriate compensation plus benefit package will be offered.

KORN/FERRY CONTACTS

Please send all inquiries of interest, along with full resumes, to IHRC@kornferry.com. All submissions will be accepted in writing only.

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