



Job Title: Program Coordinator for Haiti *sans* Cervical Cancer

Location: Remote, Port-au-Prince preferred

Reports To: HsCC Board of Director

Position Type: Part-Time initially (20 hours /week)

Compensation and Benefits: National candidates only. Benefits will follow the Haitian Labor Code guidelines. This is a part-time/remote position based in Port-au-Prince or other strategic location. This position is NOT accompanied, and the organization provides no relocation, logistics, or housing packages. Annual salary to commensurate with experience.

Haiti *sans* Cervical Cancer (HsCC):

The HsCC consortium of partners is a collaborative initiative dedicated to reducing the burden of cervical cancer in Haiti through comprehensive prevention, screening, treatment, and advocacy efforts. This consortium brings together local and international stakeholders, including healthcare providers, government agencies, non-profit organizations, and community groups, to implement evidence-based strategies and programs.

HsCC seeks to achieve its goals by:

- raising awareness about the importance of early detection and prevention, empowering women and girls with the knowledge and resources needed to protect their health through community outreach and education
- increasing access to HPV vaccinations, enhancing cervical cancer screening services, and providing timely and effective treatment, the consortium seeks to reduce the morbidity and mortality associated with cervical cancer in Haiti.

Overall Objective:

The HsCC Program Coordinator is responsible for managing and coordinating the activities of HsCC on the ground and coordinating communication between MSPP/SHOG/GSCC and HsCC consortium partners to reduce the burden of cervical cancer across Haiti. This role involves working with government leaders, healthcare providers, and community organizations to ensure effective and efficient delivery of services aimed at reducing the incidence and impact of cervical cancer.

Key Responsibilities:

- Provide day-to-day leadership and management support in Haiti to ensure the continued development and management of a professional and efficient HsCC
- Establish effective decision-making processes that will enable HsCC to achieve its long- and short-term goals and objectives
- Promote ongoing local programmatic excellence, rigorous program monitoring and evaluation, and consistent quality of services, communications, and systems including leveraging communications on cervical cancer activities between departments
- Facilitate collaboration and communications between Consortium Partners throughout the network
- Develop workable implementation plans; build Consortium partners commitment and overcome resistance; support those affected by change; and monitor transition and evaluate results
- Provide information and recommendations to the HsCC Board and Consortium Partners to help create policies, programs, and strategic direction of cervical cancer programs in Haiti
- Provide timely, accurate and complete reports to the HsCC Board on the operating condition of HsCC in Haiti
- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Assist the Board in deepening and refining all aspects of external communication, from web presence to external relations with the goal of creating a stronger brand as well as using external presence and relationships to create new opportunities.
- Enhance HsCC's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Work closely with Consortium Partners in collecting and analyzing data related to cervical cancer program outcomes and providing regular reports to stakeholders.
- Attend conferences, training and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.

Program Research and Management:

- Documented regular communications with Haiti Ministry of Health & PAHO leadership to advocate for coordinating HsCC efforts with MSPP efforts related to cervical cancer prevention and treatment including the MSPP's application to GAVI for HPV vaccination in Haiti
- Documented regular communications with the Haitian Obstetrics and Gynecological Society leadership (SHOG) to advocate for coordinating HsCC efforts with SHOG efforts related to cervical cancer prevention and treatment
- Identify sites that provide primary, secondary, and tertiary levels of cervical cancer prevention and treatment care across all 10 departments of Haiti and advocate for their partnership with HsCC

- Coordinate communications related to cervical cancer activities with HsCC department leadership
- Map and regularly update available cervical cancer prevention and treatment services across Haiti
- Evaluate consistency of current training related to cervical cancer prevention and treatment with standards set by MSPP and HsCC.
- Develop, implement, and evaluate cervical cancer prevention and control programs approved by MSPP and HsCC leadership.
- Coordinate and manage cervical cancer screening and vaccination initiatives
- Ensure adherence to clinical guidelines and best practices in the care and prevention of cervical cancer

Community Outreach and Education:

- Organize and conduct community outreach programs to raise awareness about cervical cancer prevention and early detection
- Collaborate with community organizations, schools, and public health entities to promote cervical cancer screening and HPV vaccination
- Work with MSPP/SHOG and GSCC to develop educational materials and resources for patients and the community

Data Management and Reporting:

- Ensure consortium partners are maintaining accurate records of patient information, screenings, and follow-up activities and entering the data into the central registry
- Collect and analyze data related to cervical cancer program outcomes and provide regular reports to stakeholders
- Monitor program performance and identify areas for improvement

Collaboration and Networking:

- Collaborate with multidisciplinary teams, including gynecologists, oncologists, nurses, and public health professionals, to ensure coordinated care for patients
- Establish and maintain partnerships with local, regional, and national organizations involved in cervical cancer prevention and control

Training and Professional Development:

- Provide training and support to healthcare staff on cervical cancer screening techniques and guidelines
- Stay updated with the latest research, guidelines, and best practices in cervical cancer care

Qualifications:

- Bachelor's degree in nursing, Public Health, Health Administration, or a related field

- Valid nursing license or relevant professional certification
- Minimum of 3-5 years of experience in a healthcare setting, preferably in oncology, women's health, or health systems
- Strong understanding of cervical cancer prevention, screening, and treatment guidelines
- Excellent organizational, communication, and interpersonal skills
- Proficiency in data management and reporting
- Ability to work independently and as part of a multidisciplinary team
- Commitment to patient-centered care and community health improvement
- National Candidates Only
- Fluency in Haitian Kreyol, English and French required

Working Conditions:

- May require occasional evening or weekend work for community outreach events
- Travel within the community to various healthcare and outreach locations

Application Process: Interested candidates should submit a resume, cover letter, and references to info@hsc.org by Friday, April 3, 2026. For more information, please contact info@hsc.org.

Equal Opportunity Employer: HsCC is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences.