



Co-operative Development
Foundation of Canada

SINCE 1947

Position Title:	Program Manager
Position Location:	Ottawa, Ontario
Reports to:	Manager of Programs
Travel Requirement:	International travel is required for assigned projects

GENERAL DESCRIPTION

Reporting to the Manager of Programs, the Program Manager is part of a team implementing CCA's INVEST Co-op program. The Program Manager is responsible for providing program support to partners in various field activities. The Program Manager takes the lead in managing project operations, administration, finances, and logistics and participates in the development of project deliverables including timely delivery of reports and briefs. The Program Manager works directly with agency partner contacts and consultants to develop and monitor project operational and financial execution, monitoring of budgets, and timely submission of project deliverables. The Program Manager will manage a portfolio of projects with a financial value in excess of CAN \$3.5 Mill. The Program Manager collaborates with other Program Managers, field-based Program Managers, CDF staff and administrative staff.

RESPONSIBILITIES

Project Management (In some instances, in collaboration with Country Coordinator)

- Manages and monitors partner contracts and ensure compliance with donor policies and regulations.
- Provides advise and support to partners in procurement processes as per organizational/donor policies.
- Monitors budget and expenditures of assigned projects;
- Monitors project progress and provides technical and project management advise to partners;
- Receives and reviews annual workplans, narrative and financial reports in compliance with project tools and donor's agreement.
- Identifies deviations from approved plans and budget that could prevent, impede or advance the achievement of project objectives and acts in consultation with partners. Advises supervisors make recommendations for corrective action taken.
- Coordinates with the CDF designated Finance officer the monitoring of healthy burn rates, expenditures and ensures accurate and timely transfer of funds.
- Flags issues to supervising Manager to resolve HR management issues with partner staff.

Human Resources Management

- Identify Technical Co-operant (TC)/volunteer needs in collaboration with partners and coordinates recruitment with CDF volunteer coordinator.
- Prepares terms of reference for long and short-term technical co-operants (paid and unpaid)
- Initiates preparation of standard employment and consultant contracts for signature by the authorized CCA management.
- Facilitates sourcing, briefings and debriefings of technical co-operants and monitors work and results according to the annual work plan.
- Prepare plan for volunteer needs based on partner's and project needs.
- Approves TC budget, expenses etc. Arranges logistical support for TC's including advances and travel arrangements; oversees the preparation of advances and audits expenses of TCs and consultants as per contract.
- Hosts and organizes visiting delegations



Reporting

- Provides project reports and consolidated summaries for submission to the Manager responsible.
- Responds to requests by Manager in preparing and presenting reports to Donors and potential funding agencies on recommended projects and status of active projects. Ensure project reporting is carried out as required under contractual agreements and relevant guidelines.

Planning and Programming

- Participates in planning, project review, and organizational learning processes.
- Appraises CCA management of appropriate business opportunities arising from contacts made in the course attendance at meetings, courses, field work.
- Supports Engagement activities such as Coaching Program, Women's Mentorship, and Volunteer Coordination.
- Provides input to website updates and remains alert for stories from the field to illustrate and profile CCA's work.
- Collaborating with CDF to provide relevant project information for donor reports and presentations.

QUALIFICATIONS

- A minimum of five years' work experience with managing projects or programs, international work experience in any of the INVEST Co-op countries (Indonesia, Malawi, Mongolia, Peru) highly desirable.
- University degree in agriculture, natural resource management, international development and/or project management.

SKILLS AND KNOWLEDGE

- Demonstrated knowledge of international development, project management (RBM), financial reporting and control and a commitment to co-operative forms of enterprise.
- Knowledge of donor's policies and procedures, including management of contribution agreements and contracts.
- Understand ethical behaviour and business practices, and ensure that own behaviour is consistent with these standards and aligns with the values of the organization.
- Ability to manage a significant and variable workload in order to meet organizational demands.
- Ability to work in an inclusive and non-partisan manner with a variety of stakeholders.
- Exceptional interpersonal and group process skills, including the ability to establish and maintain effective working relationships with stakeholders.
- Excellent oral and written communication skills.
- Excellent time management skills and an ability to manage multiple tasks.
- Excellent analytic skills, clear ability to research issues through literature review and other means, and strong capacity to synthesize information to develop and support new and ongoing program activities.
- Strong capacity for creative problem solving.
- Good judgment and maturity, with an ability to identify and address organizational needs, make decisions, develop and justify recommendations, resolve conflicts and be responsive and clear with internal and external customers.
- Discretion and commitment to organizational reputation and confidentiality.



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Competencies

Accountability
Adaptability
Commitment
Communication
Continuous Learning
Initiative

Innovation
Interpersonal Relationships
Planning and Organizing
Strong Work Ethic
Teamwork

OTHER REQUIREMENTS

Proficiency in French and/or Spanish an asset.

Application Process and Deadline

1. Applications must be received **no later than 4:00 p.m. Friday, December 1, 2017**
2. Late submissions **will not** be accepted.
3. Applicants must include cover letter and resume. Cover letter **must include** salary expectation. Please reference the job title in the email subject line and **submit your resume and cover letter in confidence** to apply@cdfcanada.coop
- 4.