

Position Title:	Program Manager
Location:	Remote Work Environment
Reports to:	Manager, Programs
Status:	1-year fixed term contract, possible extension
Salary Range:	\$70,000 - \$76,000
Travel Requirement:	Some overseas travel may be required
Language Requirement:	Proficiency in English; French and/or Spanish an asset

## **General Description**

Reporting to the Manager, Programs, the Program Manager is part of a team implementing CDF Canada's programs within the framework provided by program strategies and organizational policies, procedures and goals. The Program Manager is responsible for providing program support to various field activities, offices and global programs. The Program Manager takes the lead in managing project operations, administration, finances, and logistics and participates in the development of project deliverables including reports and briefs. The Program Manager works directly with agency partner contacts and consultants to develop and monitor project scopes of work, budgets, and timelines. The Program Manager collaborates with other Program Managers, field-based Program Managers, CDF staff across the organization.

## **Job Responsibilities**

### ***Project Management***

- Manages and monitors partner contracts and financial administration of assigned projects:
- Monitors project progress and financial activities and takes correcting or enhancing actions in consultation with international partners.
- Receives and reviews reports on the performance of the project (financial and project results).
- Identifies deviations from approved plans and budget that could prevent, impede or advance the achievement of project objectives and takes action in consultation with partners. Advises supervisors make recommendations for corrective action to be taken.
- Coordinates with the CCA Finance to ensure accurate and timely transfer of funds.
- Flags issues to supervising Manager to resolve HR management issues with partner staff

Manages delivery of technical assistance to program within assigned projects:

- Prepares terms of reference for long and short-term technical cooperants (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 cooperants and monitors work and results according to the annual work plan.
- 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
- Ensures accurate and timely inclusion of project reporting internally and to external donors and other agencies/positions as required:
- 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.

### **Skills and Knowledge**

- Demonstrated knowledge of international development, project management (RBM), financial reporting and control and a commitment to co-operative forms of enterprise.
- 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.

### **Education & Experience Requirements**

- University degree in a relevant field and/or accreditation and/or equivalent experience.
- At least five-years' work experience managing projects or programs in an international development environment.

### **Other Requirements**

- Proficiency in other languages (French, Spanish) an asset.

### **Application Process and Deadline**

1. Applications must be received **no later than 4:00 p.m. Friday, September 9, 2022.**
2. Late submissions **will not** be accepted.
3. Applicants must include cover letter and resume.

**We thank all applicants for their interest, however only those candidates selected for interview will be contacted.**

**Apply Here: <https://cdfcanada-coop.hiringplatform.ca/processes/83227-project-manager?locale=en>**