



<b>Position Title:</b>	Program Officer, International Development
<b>Reports to:</b>	Program Manager
<b>Contract Term:</b>	12 months
<b>Status:</b>	Full time, fixed-term contract
<b>Location:</b>	Ottawa, Ontario

## GENERAL DESCRIPTION

The Program Officer is part of a team implementing CDF's international development program, within the framework provided by program strategies and organizational policies, procedures and goals. The Program Officer collaborates with Program Officers with other regional, sectoral or functional mandates, field-based program managers, CDF staff and administrative support staff.

## RESPONSIBILITIES:

### Project Management Support (50%)

- Supports the management and monitoring of partner contracts and financial administration of assigned projects
- Supports monitoring and evaluation of project progress and financial activities; recommends actions to the Program Manager responsible
- Supports and reviews reports on the performance of the project (financial and project results) and advises Program Manager of variances or recommends actions
- Identifies deviations from approved plans and budget that could retard or impede the achievement of project objectives and advises Supervisor accordingly
- Coordinates with the Program Manager and CDF Financial Officer assigned to the project (s) to ensure accurate and timely transfer of funds and reception of financial reports
- Participates in development of annual work plan and budget for the project and provides input to the Strategic Plan for CDF
- Ensures accurate and timely inclusion of region assigned project reporting to Program Manager and Director of Programs at the request of supervisor
- Supports elaboration of final project reports and consolidated summaries for submission
- Coordinates project reporting and makes sure this is carried out as required under contractual agreements and relevant guidelines
- Supports the elaboration of reports to donors, to the Programs Unit and CDF Board of Directors.

### Administration Support (30%)

- Manages and Facilitates delivery of technical assistance to program and projects within as assigned



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- Prepares terms of reference for long and short-term technical co-operants (paid and unpaid)
- Ensure supporting administration and follow up with technical co-operants
- Participates in the identification and selection of volunteers
- Hosts and organizes visiting delegations.

### **Organizational Development Support (20%)**

- Participates in annual budgeting, work planning and new project development
- Collaborates in development, design and writing of new project proposals
- Provides input and support toward the overall management and innovation of the Programs Unit
- Participates in department planning, project review, and organizational learning processes
- Supports Public Engagement activities such as Coaching Program, Women's Mentorship, Volunteer Coordination, provides input to website updates and remains alert for stories from the field to illustrate and profile CDF's work.

### **SKILLS**

- Extremely organized and detail-oriented with a talent for multi-tasking
- Must be resourceful, respond quickly to daily needs, and able to hit the ground running
- Exceptional interpersonal and group process skills, including the ability to establish and maintain effective working relationships
- Unquestionable personal code of ethics, integrity, and trust
- 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 stakeholders
- 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
- Ability to work as a member of a team in an innovative and progressive environment
- Experience coordinating meetings, events and travel
- Discretion and commitment to organizational reputation and confidentiality
- Commitment to making a difference in the world

### **QUALIFICATIONS:**

- Demonstrated competence in international development, project management, financial reporting and control
- PMP credentials an asset
- Demonstrated knowledge of and commitment to co-operative forms of enterprise
- University degree in a relevant field plus a minimum of 3 years' experience in contract administration and project management of development projects



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- Fluency in English. French and/or Spanish fluency an asset.

### **Application Process and Deadline**

1. Applications must be received **no later than 4:00 p.m. Monday, April 23, 2018.**
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](mailto:apply@cdfcanada.coop).

**Only candidates selected for interview will be contacted!**