



## Co-operative Development Foundation of Canada

SINCE 1947

<b>Position Title:</b>	Program Manager, Latin America
<b>Position Location:</b>	Ottawa, Ontario
<b>Reports to:</b>	Director of Programs
<b>Travel Requirement:</b>	International travel is required for assigned projects
<b>Language Requirement:</b>	Fluent Spanish and English; French an asset

### **GENERAL DESCRIPTION:**

Reporting to the Director, Programs, the Program Manager, Latin America is part of a team implementing CDF's program within the framework provided by program strategies and organizational policies, procedures and goals. 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 will manage a portfolio of projects with a value in excess of \$5 Mill. The Program Manager collaborates with other Program Managers, field-based staff and CDF staff.

### **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.
- 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 Finance officer assigned to ensure accurate and timely transfer of funds.
- Flags issues to supervising Manager to resolve HR management issues with partner staff.

#### ***Reporting***

- Ensure project reporting is carried out as required under contractual agreements and relevant guidelines.
- Receives and reviews reports on the performance of the project (financial and project results).
- Ensures accurate and timely submission of project reports internally and to external donors and other agencies/positions as required.
- Collaborates with CDF to provide relevant project information for donor reports and presentations.

#### ***Management of Volunteers and Consultants***

- Prepares terms of reference for volunteers and consultants.
- Initiates preparation of volunteer and consultant contracts for signature by the authorized CDF management.
- Collaborate with the Volunteer management team in the recruitment, briefings and debriefings of volunteers and monitors work and results according to the annual work plan.
- Approves budget, expenses for volunteers and consultants' assignments. Arranges logistical support for volunteers including advances and travel arrangements; oversees the preparation of advances and audits expenses of TCs and consultants as per contract.
- Responds to requests by Manager in preparing and presenting reports to Donors and potential funding agencies on recommended projects and status of active projects.



### **Planning and Programming**

- Participates in planning, project review, and organizational learning processes.
- Appraises CDF management of appropriate business opportunities arising from contacts made in the course attendance at meetings, courses, field work.
- Provides input to website updates and remains alert for stories from the field to illustrate and profile CDF's work.

### **QUALIFICATIONS**

- A minimum of ten years' work experience with managing projects or programs, including international work experience an asset.
- University degree in a relevant field and/or accreditation and/or equivalent experience.

### **SKILLS AND KNOWLEDGE**

- Demonstrated knowledge of international development, project management (RBM), experience in any of the following thematic areas is an asset: gender issues and programming, financial inclusion, environment.
- 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, effective conflict resolution.
- Discretion and commitment to organizational reputation and confidentiality.

### **Competencies**

Accountability  
Adaptability  
Communication  
Continuous Learning  
Initiative

Innovation  
Interpersonal Relationships  
Planning and Organizing  
Teamwork

Please apply with a resume and cover letter to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop) no later than 4:00 p.m. Monday, August 6, 2018. **All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.**