

Position Title:	Program Officer
Position Location:	Ottawa, Ontario
Reports to:	Country Manager – MyFinance, Myanmar
Status:	Fixed term contract – 6 months, 3 days per week
Travel Requirement:	Some travel may be required
Language requirement	Fluency in English

GENERAL DESCRIPTION

In collaboration with the Country Manager supports the development and submission of the Cost Extension (CE) requested by the donor (UNOPS).

RESEARCH AND WRITING

- Research and compilation of existing and innovative strategies to address the needs of people with disabilities (PWD).
- Research and compilation of existing strategies to address increasing dropout rates of high school children and strategies to support the families with children in high school.
- Research and develop a draft narrative on existing and innovative financial products for PWD, late primary and early secondary school children and their families.
- Update the project tools i.e. log frame and indicators, reflecting the new target population and financial products and services.
- Contribute to developing concept papers and proposals for prospective donors (KOICA).

COORDINATION

- Coordinates/Collaborates inputs from the Country Manager responsible, the Director of Programs, the project team in the field, local consultant and the designated finance officer the different pieces of the CE.
- coordinate with M&E, Finance and RH on program activities and ensure required documentation is provided (pro-actively and upon request).
- Ensure that regular coordination and communication are maintained with field team and headquarter based Managers and Directors
- Participates in development of annual work plan and budget for new and existing projects and provides input to the Strategic Plan for CDF
- Coordinate and facilitate events pertaining to the project and CDF in general

SKILLS AND KNOWLEDGE

- Knowledge and/or experience with Korea International Cooperation Agency (KOICA).
- 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



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- 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.
- 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 and facilitating meetings, events and travel
- Discretion and commitment to organizational reputation and confidentiality
- Research ability on the specific needs of people with disabilities (PWD), school children and their families

QUALIFICATIONS

- Demonstrated competence and knowledge of 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.

Please apply with a resume and cover letter to apply@cdfcanada.coop **no later than 4:00 p.m. Friday, August 31, 2018. All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.**