



Canadian Bureau for  
International Education  
Bureau canadien de  
l'éducation internationale

## **JOB POSTING**

|                     |                                                        |
|---------------------|--------------------------------------------------------|
| <b>TITLE</b>        | Project Coordinator (Leap / CFSP)                      |
| <b>SUPERVISORS:</b> | Director, International Partnerships<br>Director, CFSP |
| <b>DIVISION:</b>    | International Partnerships                             |
| <b>LOCATION:</b>    | Ottawa                                                 |
| <b>LEVEL:</b>       | Group 3 (full-time unionized position)                 |

### **POSITION SUMMARY**

The responsibilities for this position will be divided between the Launching Economic Achievement Program (LEAP) and the Canadian Francophonie Scholarship Program (CFSP). Responsibilities will also include providing support related to CBIE's business and corporate development initiatives.

Reporting to the Project Directors and working with the Project Managers for both projects, the Project Coordinator will be responsible for a number of administrative and financial tasks related to the implementation of the LEAP and CFSP projects.

The term of this position is until October 30, 2019.

### **RESPONSIBILITIES**

The Project Coordinator will have the following responsibilities related to the **LEAP project**:

- Processes all financial reconciliations and advance requests related to transfers made to consortium partners
- Works with the CBIE finance team and consortium partners to develop and maintain efficient mechanisms for the financial management of the project
- Provides logistic and administrative support to the Canadian Project Manager (CPM) in the development of budgets, terms of reference and contracts for Canadian and local technical advisors engaged under individual project subcomponents for Canadian Project Director (CPD) approval
- Monitors contracts and expenditures to ensure compliance with CIDA policies and Treasury Board directives and guidelines
- Assists in the preparation of quarterly financial reports
- Compiles and formats information for the semiannual narrative reports to CIDA and other reports, as required

- Develops and maintains comprehensive filing systems, both paper and electronic
- Administers all logistical arrangements for technical advisor and management missions to Jordan and for incoming technical missions to Canada
- Works with the CPM and local project office in Jordan to develop, maintain and update the project website
- Assists with the preparation of quarterly electronic newsletters, together with the CPM and the Jordan Project Manager
- Arranges for the translation of required documents
- Orders necessary materials, publications and supplies
- Carries out other responsibilities or duties as required by the CPD and CPM
- Plays a role in supporting corporate CBIE activities such as, membership relations, CBIE conference and other cross team projects and committees, participates in regular staff meetings/events
- Performs other duties as required.

The Project Coordinator will have the following responsibilities related to the **CFSP program**:

- Provides assistance in the preparation of all program-related payments including preparing payment requisitions
- Enters financial data into the accounting system
- Prepares and distributes non-recurring payments and inform students accordingly
- Supports the review of and updates to the campaign and assists in updating campaign-related content on the website
- Provides communications support during the campaign launch including sending and following up on emails to relevant stakeholders
- Provides access to the campaign database to relevant stakeholders
- Supports the dissemination of selection results and scholarship information to the selected candidates
- Completes and follow-ups on admission applications
- Provides logistical support to incoming scholarship recipients which includes visa application documents, accommodation reservations and flight arrangements
- Updates scholarship recipients information into database
- Provides administrative support with scholarship related benefits
- Helps with academic follow-up of scholarship recipients
- Provides support with all other CFSP related communication activities including updates to the website and Facebook page
- Performs other duties as required

The Project Coordinator will have the following responsibilities related to **other corporate functions**:

- Provides administrative and logistical support to Managers, Directors and VPs including arranging meetings, formatting documents and conducting research as well as other duties related to CBIE's business and corporate initiatives.

## **QUALIFICATIONS**

- Undergraduate degree or diploma from a college, CEGEP or university.
- Three (3) years relevant work experience including at least one (1) year demonstrated experience in the administration of international education or development projects / programs.
- Demonstrated experience in preparing and tracking financial / expense claims and familiarity in preparing and managing spreadsheets.
- Knowledge of contract management, procurement and financial management and familiarity with results based management.
- Experience in the administration of consultancy contracts and logistics related to advisory services and placements
- Excellent written and oral communication skills in English and French. Fluency in Arabic is an asset.
- Strong computer skills including MS Office Suite (Access, Word, Excel, Outlook) and database experience
- Basic or intermediate knowledge of web applications and information technology in a development setting
- Ability to communicate with discernment, diplomacy and tact with clients from other cultures;
- Strong organizational and interpersonal skills
- Ability to work independently and as a team member, cope with workload pressure and deadlines, take initiative, and work in a results-based environment
- Experience in international technical assistance, preferably DFATD/CIDA funded, projects is considered an asset
- Knowledge of higher education systems in Canada and admission requirements is an asset.

CBIE offers a comprehensive benefit package which includes an attractive pension plan and group insurance program. For general information on CBIE, visit our website at [www.cbie-bcei.ca](http://www.cbie-bcei.ca).

Please send your cv and letter of interest as soon as possible, quoting Competition 17-07, to [jobs@cbie.ca](mailto:jobs@cbie.ca) in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. The final deadline for applications is **August 18, 2017**; however, **please note that we will begin reviewing cv's immediately**. We thank all candidates for their interest but only short-listed candidates will be contacted.

*CBIE is committed to an inclusive, barrier-free work environment and encourages applications from all qualified individuals. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.*

**July 2017**