



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

## **JOB POSTING**

**TITLE:** Program Administrator, International Partnerships

**SUPERVISOR:** Director, International Partnerships

**DIVISION:** International Partnerships

**LOCATION:** Ottawa

**LEVEL:** Group 3 (full-time unionized position)

### **POSITION SUMMARY**

Reporting to the Director of International Partnerships, the Program Administrator (PA) works closely with other members of the International Partnerships team to provide ongoing services related to CBIE's business and corporate development initiatives.

### **RESPONSIBILITIES**

- Provides support to the Business Development Team
- Monitors and tracks business development opportunities posted on-line by bilateral, multilateral and other funding bodies and brings identified opportunities to the attention of the Director
- Conducts research related to business development opportunities
- Organizes business development missions for CBIE staff and management and provides post-mission administrative support to Directors
- Provides logistic and administrative support to Managers, Directors and VPs in the compilation of concept notes, discussion papers, EOI, full proposals and progress reports
- Provides logistic support to the implementation of CBIE led familiarisation tours and collaboration missions
- Arranges meetings with donors, funders and stakeholders as requested
- Formats documents, power points presentation, reports produced by the business development team
- Reviews and processes expense claims for business development team
- Ensures that information in relevant tracking sheets, folders and filing systems is accurate and up to date
- Contributes to preparation of promotional materials, forms and other documentation for the business development team
- Participates and assists in the planning and coordination of team meetings, delegation visits, and other meetings
- Plays a role in supporting CBIE corporate 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

## **QUALIFICATIONS**

- Undergraduate degree in Business/Education/International Relations or equivalent work experience in a related area
- Three (3) years relevant work experience including at least one (1) year demonstrated experience in the administration of international education/development projects/programs
- Knowledge and understanding of Canadian and international funding bodies and application processes
- Excellent communication skills in English and French. Knowledge of other languages such as Portuguese, Arabic and Spanish is an asset
- Experience in administration and coordination of logistics and mission planning
- Strong computer skills including MS Office Suite and database experience
- Client-service orientation and excellent customer service skills
- Ability to communicate with diplomacy, judgement and tact with clients from different cultures
- Excellent interpersonal and organizational skills
- Ability to work independently and as a team member; cope with workload pressure and deadlines; and work in a results-based environment
- Strong attention to detail and problem solving skills

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 17-08, 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 **September 11, 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**