



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

JOB POSTING

TITLE: Senior Manager

SUPERVISOR: Director, International Partnerships

DIVISION: International Partnerships

LOCATION: Ottawa

POSITION SUMMARY

Reporting to the Director, International Partnerships, the Senior Manager will be responsible to oversee the International Scholarships Program and assist with corporate development initiatives.

International Scholarships Program (ISP)

The International Scholarships Program (ISP) is a program funded by Global Affairs Canada and administered by CBIE. It is comprised of several distinct scholarship programs including Short-term Exchanges, Bilateral and Multilateral Program and Foreign Government Awards, all of which are intended to advance the Government of Canada's policies and objectives.

Supervising a team of staff including Program Coordinators and Program Managers, the Senior Manager will be the first line of communication with the Project Authority and is responsible to provide expert guidance to members of the CBIE project administration team. S/he is responsible for ensuring the overall quality of communications, promotion, financial accounting, reporting and administration. S/he will also be responsible for official communication with high level diplomatic or institutional representatives.

Corporate Development

The Senior Manager will play a key role in supporting CBIE's corporate development and strategic planning initiatives. Reporting to the Director, International Partnerships and working with the Corporate Development team, the Senior Manager will take a lead in developing/marketing CBIE services to national and international clients. S/he will also provide strategic input in the development and implementation of the organization's strategic and operational plans.

RESPONSIBILITIES

International Scholarships Program (ISP)

- Oversees delivery of all aspects of ISP, including program implementation and reporting

- Ensures that CBIE's contractual obligations with Global Affairs Canada within the framework of CBIE's implementation of the ISP are met, including relevant Treasury Board and Global Affairs regulations and policies
- Supervises the ISP project team, comprised of approximately five staff, including delegation of tasks and responsibilities, and all aspects of human resources and performance management
- Organizes and leads departmental meetings and planning activities with ISP staff
- Serves as a key CBIE representative and the main point of daily contact with Global Affairs Canada regarding all aspects of ISP implementation
- Undertakes financial monitoring to ensure ISP programming expenditures are in alignment with programming priorities and within allowable budgetary limits
- Oversees the preparation of all narrative reports and works with CBIE's financial officer to prepare project financial reports and reconciliations
- Liaises with high level diplomatic and institutional representatives, both Canadian and international, to promote the successful implementation of the ISP

Corporate Development

- Contributes to the implementation of CBIE's corporate development initiatives and strategic plan
- Develops and implements innovative approaches to the development and marketing of CBIE services to potential new clients in Canada and abroad
- Identifies and responds to new revenue-generation opportunities for CBIE

Other duties:

- Plays a role in supporting corporate CBIE activities and participates in regular staff meetings / events
- Performs other duties as required

QUALIFICATIONS

General qualifications

- Undergraduate degree or equivalent as established by a recognized Canadian academic credentials assessment service
- Excellent communication skills in English and French, oral and written
- Excellent program management skills with emphasis on conceptual, analytical, strategic planning, organizational and financial management skills
- Demonstrated experience in international development, training and education markets; a range of cross-cultural and international development experience preferred
- Familiarity with the programs and procurement processes of Canadian and international development agencies/organizations and International Financial Institutions preferred
- Strong writing, presentation and research skills
- Ability to work independently and as a team member, cope with workload pressure and deadlines, and work in a results-based environment
- Strong computer skills including MS Office Suite (Access, Word, Excel, Outlook)
- Excellent interpersonal skills and client-service orientation

- Ability to communicate with diplomacy, judgment and tact in dealing with clients from different cultures
- Interest in/willingness to travel
- Thorough knowledge of post-secondary education system in Canada
- Government of Canada Reliability Status will be required (but not necessary at the time of application)

Specific qualifications required pertaining to the ISP:

A minimum of two (2) years' experience within the last six (6) years managing complex projects which include:

- Promoting programs to Canadian / international clients and organizing national / international level events
- Managing a project worth over \$1 million which included the provision of financial reports
- Collaborating with other Canadian agencies or NGO's and Government of Canada departments
- Managing a team of at least three (3) members
- Providing oversight of the management of funding agreements
- Organizing national and international events involving political dignitaries or senior institutional representatives and delivering speeches and chairing international events in French and English

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.

Please send your cv and letter of interest as soon as possible, quoting Competition 18-01, to jobs@cbie.ca in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. 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.

February 2018