



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

## **JOB POSTING**

**TITLE:** Program Manager

**SUPERVISOR:** Vice President, International Partnerships

**DIVISION:** International Partnerships

**LOCATION:** Ottawa

**LEVEL:** Group 5 (Unionized position)

### **POSITION SUMMARY**

Reporting to the Vice President, International Partnerships, the Program Manager (PM) is responsible for the delivery of the African Leader's for Tomorrow (ALT) Scholarship Program for Global Affairs Canada. This program commemorates the late Nelson Mandela's commitment to social justice and equity by supporting young African professionals to become leaders in public policy and administration in collaboration with a Canadian partner. The PM facilitates the relationships with stakeholders including Global Affairs Canada, diplomatic representatives and educational institutions; manages current and prospective scholars and develops and implements strategies contributing to the success of the program.

### **RESPONSIBILITIES**

- Develop, plan and schedule for scholarship program, including the development of annual work plans (activities, timelines and budget), with input from the program partner and CBIE Vice President; develop program performance measurement framework (PMF), monitor and report on results
- Manage all financial aspects of the program including semi-annually and annual projections, monitoring and developing specific project budgets and ensuring timely disbursement of funds
- In consultation with the Canadian partner and CBIE Vice President, develop strategies to achieve program results, prepare semi-annual and annual narrative reports for Global Affairs Canada, and prepare program statistics as required
- Organize program steering committee meetings on an annual basis (or as needed)
- Lead the development of a gender analysis to respond to any gender inequalities in the program
- Develop/revise application guidelines, forms, contracts and all other documentation, both print and web-based; Prepare and provide briefings on selection process to national selection committees
- Provide information to Canadian missions in Africa and other partners engaged in the program through video conferencing and webinars
- Guide the application process including overseeing database development/refinements
- Review candidates' applications and screen for completeness and eligibility, and participate in direct selection of candidates with national selection committees

- Review selection processes for the program in consultation with program partner, Global Affairs Canada, and other program partners as needed
- Lead the overall academic placement and monitoring process for all selected scholars in Canada
- Organize and participate in delivery of two-day in-country orientation for each new cohort of students
- Organize and deliver pre-departure webinars to prepare scholars for travel and studies in Canada
- Ensure communications with active and past scholars and contribute to development of a program's Alumni Association; contribute to development and maintenance of program webpage and social media group (Facebook)
- Work with program partner and CBIE Vice President to develop messaging and a communications strategy for the program
- Maintain and update scholars' information in the database, ensure travel, insurance, and financial arrangements
- Develop a strong understanding of Global Affairs Canada's programs in Africa and maintain regular contact with Global Affairs Canada in Ottawa, in collaboration with CBIE Vice President
- Maintain relationships with participating Canadian universities
- Promote program at CBIE conferences and other venues, as appropriate
- Play 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.

## **QUALIFICATIONS**

- Master's degree in Public Administration/Education/International Relations or related field
- Five (5) years relevant work experience including at least two (2) years experience in scholarship management and/or administration of government programs including financial management
- 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
- Experience managing international programs for the Canadian Government (Global Affairs Canada or CIDA) using Results based management (RBM); experience with report writing and project performance monitoring using RBM tools
- Strong writing, presentation and research skills
- Experience with integration of gender equality considerations into programming; familiarity with *Global Affairs Canada's Policy on Gender Equality* an asset
- 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 (Word, Excel, Outlook, Database experience)
- Excellent interpersonal skills
- Ability to communicate with diplomacy, judgement and tact in dealing with partners and students from different cultures
- Demonstrated familiarity with, or experience working in, sub-Saharan Africa. Cross-cultural experience an asset
- Thorough knowledge of post-secondary education system in Canada, particularly in the field of public administration and finances
- Interest in/willingness to travel. Domestic travel in Canada is required to meet scholars and participating universities.

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 17-12, 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 **November 3, 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.*

**October 2017**