



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

JOB POSTING

In anticipation of the signing of a contract with Global Affairs Canada regarding the expansion of CBIE's administration of the International Scholarships Program (ISP), CBIE is seeking to fill the following position.

TITLE: Program Manager, International Scholarships Program

SUPERVISOR: Senior Manager, International Scholarships Program

DIVISION: International Partnerships

LOCATION: Ottawa

LEVEL: Group 5 (full-time unionized position)

POSITION SUMMARY

Reporting to the Senior Manager, International Scholarships Program the Program Manager is a member of a team responsible for the delivery of the International Scholarships Program (ISP) for Global Affairs Canada. The Program Manager manages a number of ISP projects which fall under the mandate of the team. S/he facilitates the relationships with stakeholders including Global Affairs Canada, diplomatic representatives and educational institutions; manages current and prospective scholarship recipients, and develops and implements strategies contributing to the success of the program.

RESPONSIBILITIES

- Develops implementation plans and schedules for scholarship programs, including activities and timelines; develops strategies to achieve success in each program, sets targets and monitors results
- Manages select financial aspects of the scholarship programs including providing quarterly and annual projections, monitoring and developing specific project budgets and ensuring timely disbursement of funding
- Provides content for the mid-term and final narrative reports for Global Affairs Canada, and prepares statistics as required
- Promotes programs at CBIE conferences and other venues
- Develops/revises application guidelines, forms, contracts and all other documentation, both print and web-based
- Provides information to agencies and diplomatic missions engaged in the programs
- Oversees the review of applications and screening for completeness and eligibility, and participates in direct selection of candidates

- Develops and refines selection processes for the programs in consultation with Global Affairs Canada, international partners, and the ISP team
- Liaises with Canadian students/researchers, post-secondary institutions, and missions abroad, as well as foreign missions in Canada
- Communicates regularly and maintains positive relations with key contact persons in the International Education division of Global Affairs Canada
- Develops and leads study tours and collaboration missions, including liaison with Global Affairs Canada and study tour content providers
- 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.

QUALIFICATIONS

- Post-secondary degree or, if obtained outside Canada, the equivalent as established by a recognized Canadian academic credentials assessment service
- A minimum of two (2) years demonstrated experience within the last six (6) years in the administration of scholarship programs including: preparing and/or launching a scholarship competition, managing a budget for a scholarship program, processing applications, organizing a selection committee, organizing national or international events of at least two (2) days, working with Canadian post-secondary institutions to support the creation of linkages or agreements with non-Canadian institutions, provide support to scholarship recipients etc.
- Excellent communication skills in English and French, oral and written
- Functional bilingualism in Spanish or additional foreign languages is considered a strong asset
- Excellent program management skills with emphasis on conceptual, analytical, strategic planning, organizational and financial management skills
- 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
- Client-service orientation
- Ability to communicate with diplomacy, judgement and tact in dealing with clients from different cultures
- Demonstrated familiarity with, or experience in, the Americas. Cross-cultural experience an asset
- Interest in/willingness to travel domestically
- Thorough knowledge of post-secondary education system in Canada and the International Education Strategy of Global Affairs Canada
- Government of Canada Reliability Status will be required.

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 19-07 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.

We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender and sexually diverse communities and/or people with intersectional identities.

We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.

September 2019