



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

## **JOB POSTING**

**TITLE:** Manager, Digital Communications, International Scholarships

**SUPERVISOR:** Director, International Scholarships

**LOCATION:** Ottawa

**LEVEL:** Group 5 (full-time unionized position)

### **POSITION SUMMARY**

Reporting to the Director, International Scholarships, the Manager, Digital Communications is a member of a team responsible for the delivery of multiple international scholarship programs. The Manager, Digital Communications is responsible for website publications and the development of online application forms for scholarship programs and ensuring compliance with Government of Canada Digital Standards and Web Content Guidelines.

### **RESPONSIBILITIES**

- Develops, updates and prepares content for publication on website for scholarship programs
- Provides conceptual graphic design services such as creating/editing Web images, banners and other artwork for online presentation
- Maintains and develops data lists to be leveraged within the scholarship application platform
- Provides data extracts from the scholarship administration tool and builds/runs data reports
- Designs and develops online application forms for scholarship programs
- Identifies and documents updates and enhancements for online application forms and scholarship administration tool
- Assists with data mapping and liaises with third parties to ensure business requirements are reflected in existing and future scholarship administration tools
- Develops and manages repository of photographs, images, multimedia and other artwork
- Performs website and custom Web application quality control and User Acceptance Testing (UAT) following any enhancements, clearly documents and reports technical defects and proposes improvements and/or modifications as necessary
- Ensures compliance with Government of Canada Digital Standards, Web Content Accessibility Guidelines (WCAG) and Web Experience Toolkit (WET) for all deliverables
- Reports on, monitors, and optimizes Web performance through a variety of tools
- Performs other duties as required

## **QUALIFICATIONS**

- University degree or College Diploma in Communications, Computer Science or an accredited Web or Graphic Design program
- Two (2) years relevant work experience in web design and development for the Government of Canada ensuring HTML is Government of Canada compliant (CLF and accessibility).
- Experience editing HTML and creating/editing images
- Strong attention to detail, and technical aptitude with content management systems, ideally with TeamSite (formerly interwoven)
- Excellent communication skills in English and French, oral and written.
- Ability to work independently and within a team, manage workload pressure and deadlines and work in a results-based environment
- Excellent interpersonal skills
- Client-service orientation
- Ability to communicate/interpret complex digital/technical details for non-technical scholarship application users to facilitate scholarship program administration
- Ability to communicate with diplomacy, judgement and tact in dealing with clients from different cultures
- Willingness to work in multiple locations within Ottawa region
- Government of Canada Reliability Clearance will be required.

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

Please send your CV and letter of interest as soon as possible, quoting Competition 22-04 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. 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 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.*

**May 2022**