



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

JOB POSTING

TITLE: Program Manager, International Scholarships Program

SUPERVISOR: Director, International Scholarships

LOCATION: Ottawa

LEVEL: Group 5 (full-time unionized position)

POSITION SUMMARY

Reporting to the Director, International Scholarships, the Program Manager (PM) is a member of a team responsible for the delivery of the International Scholarships Program (ISP) for Global Affairs Canada. The PM manages a number of ISP projects that fall under the mandate of the team. They facilitate the relationships with stakeholders including Global Affairs Canada, diplomatic representatives and educational institutions; communicate with current and prospective participants and develop and implement strategies contributing to the success of the program.

RESPONSIBILITIES

- Develops implementation plans and schedules for scholarship programs, including activities and timelines, in discussion with the Director; 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.
- Develops and creates promotional content for the web, including social media for a wide range of Canadian and international stakeholders.
- Promotes programs at CBIE conferences and other venues and provides information to agencies and diplomatic missions engaged in the programs.
- Liaises with Canadian students/researchers, post-secondary institutions, and missions abroad, as well as foreign missions in Canada.
- Develops/revises application guidelines, forms, contracts and all other documentation, both print and web-based.
- Oversees the application review process, including screening for completeness and eligibility, and selection committee management, final selection of candidates and announcement of results.
- Develops and refines the scholarship cycle and provides recommendations to Global Affairs Canada and related international partners.
- Communicates regularly and maintains positive relations with key contacts at Global Affairs Canada.
- Provides content for the mid-term and final narrative reports for Global Affairs Canada, and prepares statistics as required.

- Develops and implements special events for international students and institutional representatives.
- 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

Required

- Post-secondary degree or, if obtained outside Canada, the equivalent as established by a recognized Canadian academic credentials assessment service;
OR
A minimum of three (3) years demonstrated experience within the last six (6) years in a field related to higher education or international education.
- A minimum of two (2) years demonstrated consecutive experience within the last six (6) years in program administration in the government, non-profit, or post-secondary education sectors.
- A minimum of two (2) years demonstrated experience within the last six (6) years performing at least two of the following activities as part of program administration:
 - Preparing and launching national and international competitions including all related communications.
 - Processing and evaluating applications according to selection criteria or through a selection committee.
 - Providing support to applicants and recipients.
 - Organizing national or international events of at least two days in duration, such as missions, tours, and conferences.
 - Managing a grants and contributions budget for a national or international program.
 - Reporting on program delivery and results.
- Excellent program management skills with emphasis on conceptual, analytical, strategic planning, organizational and financial management 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 and ability to communicate with diplomacy, judgement and tact in dealing with clients from different cultures.
- Excellent communication skills in English and French, oral and written.
- Government of Canada Reliability Status will be required.

An asset but not required

- Thorough knowledge of post-secondary education system in Canada and the international education sector.
- Functional bilingualism in Spanish or additional foreign languages.
- Knowledge of immigration regulations affecting international students, researchers and practitioners coming to Canada.
- Working knowledge of WordPress, Adobe Creative Suite, and Hootsuite.

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 22-09 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.

December 2022