



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

JOB POSTING

TITLE: Program Manager

SUPERVISOR: Director, Scholarships and Partnerships

LOCATION: Ottawa (Hybrid)

LEVEL: Group 5 (full-time unionized position)

Position Summary

Pending Global Affairs Canada's approval of an outbound scholarships program for Canadian graduate students, researchers and fellows to the Indo-Pacific region, the Program Manager is a member of a team responsible for the delivery of the scholarship program. Reporting to the Director of the program, the Program Manager will oversee the day-to-day operations of the program including promotions, communications with key stakeholders, program launches, application assessment and adjudication processes, pre-departure orientation sessions, alumni programming, and reporting.

Responsibilities

- Develops implementation plans and schedules for the scholarship program, including activities and timelines, in discussion with the Director; develops strategies to achieve success, sets targets and monitors results.
- Manages select financial aspects of the scholarship program including providing quarterly and annual projections, budget monitoring 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.
- Conducts mapping of and engagement with domestic stakeholders.
- Promotes the program at CBIE conferences and other events.
- 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.
- Responds to data requests from Global Affairs Canada.
- Drafts written content for program newsletters, communications, and narrative reports for the project funder, Global Affairs Canada, and prepares statistics as required.
- Develops and implements alumni programming.
- Provides support to CBIE's partnership development initiatives on an as-needed basis and 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.
 - Managing a grants and contributions budget for a national or international program.
 - Reporting on program delivery and results.
- 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.
- Ability to work independently and as a team member, cope with workload pressure and deadlines, and work in a results-based environment.
- Experience in results-based management (RBM) and performance measurement framework (PMF) reporting to GAC.
- Strong computer skills including MS Office Suite (Access, Word, Excel, Outlook).
- Excellent interpersonal and intercultural skills.
- Client-service orientation and ability to communicate with diplomacy, judgement and tact in working with clients from different cultures.
- 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.
- Demonstrated understanding of Canada's Indo-Pacific Strategy.
- Working knowledge of WordPress, Adobe Creative Suite, and Hootsuite.

CBIE offers a comprehensive benefits package which includes an attractive pension plan and group insurance program as well as remote/hybrid work arrangements. For general information on CBIE, visit our website at cbie.ca.

Please send your cv and letter of interest as soon as possible, quoting Competition 25-06 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 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.