



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

JOB POSTING

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| POSITION TITLE: | Project Operations Officer, Inclusive Local Governance (ILG) Program in Vietnam |
| LOCATION: | Ottawa (Remote) |
| LEVEL: | Level 4 (full-time unionized position) |
| SALARY RANGE: | \$65,480 - \$78,161 |
| VACANCY STATUS: | New Job Vacancy |

Purpose of the Role

The Inclusive Local Governance (ILG) – Vietnam Project is a five-year (2025–2030) initiative funded by Global Affairs Canada (GAC) and implemented by the Canadian Bureau for International Education (CBIE) in partnership with the Academy of Public Administration and Governance (APAG) in Vietnam.

This innovative, demand-driven project integrates gender equality and aims to strengthen inclusive, citizen-centred governance in six strategically selected provinces and centrally run cities in Vietnam—at a pivotal moment in the country's national administrative reform process.

Reporting to the Project Director, ILG, the Project Operations Officer will play a key role in ensuring the effective delivery of the ILG project by providing financial, administrative, operational, and logistical support to the Canadian project team and partners. The incumbent will contribute to high-quality project management, compliance with GAC requirements, and the smooth functioning of project activities across Canada and Vietnam.

Key Responsibilities

Financial Administration

- Support the Canadian Project Manager with the financial administration of the ILG project, including budget preparation, expenditure tracking, and maintaining complete financial records.
- Assist with the preparation of financial reports and forecasts for GAC in accordance with donor and CBIE requirements.
- Process payments, expense claims, advance requests, monthly disbursements, and field office reconciliations.

Operational & Logistical Coordination

- Coordinate logistical arrangements for the Canadian project management team, Canadian partners and advisors, and management missions to Vietnam.

- Organize logistics for incoming technical missions to Canada, including travel, accommodation, meeting coordination, and event support.
- Provide administrative and logistical assistance for project activities such as workshops, meetings, training sessions, and study visits.

Administrative Support

- Maintain comprehensive administrative records, including consultancy and advisory contracts, travel documentation, and other project files.
- Support procurement and contracting processes in alignment with GAC requirements and CBIE procedures.
- Assist with coordination and communication with Canadian project partners and advisors to facilitate effective implementation of project activities.
- Develop and maintain project operational procedures, including administrative manuals, process guides, and policies to support consistent and efficient project operations across the Canadian and Vietnamese project teams.

Other Responsibilities

- Carry out additional duties as assigned by the Project Director and Project Manager to support effective project operations.

Qualifications

Education & Experience

- Post-secondary degree or diploma in business administration, international development, project management, finance, public administration, or a related field.
- Minimum of 3–5 years of experience providing administrative, operational, or financial support, ideally within an international development, non-profit, or donor-funded project environment.
- Experience with financial administration, budgeting, and reconciliation processes.
- Experience coordinating complex logistics such as international travel, events, workshops, or study visits.
- Experience in preparing or supporting the development of operational procedures, process manuals, or administrative policies.
- Experience working with government, academic, or international partners is an asset.

Knowledge & Skills

- Strong organizational and time-management skills with the ability to manage multiple priorities and meet tight deadlines.
- Solid understanding of financial processes and donor compliance requirements.
- Familiarity with procurement and contracting procedures; knowledge of GAC requirements is a strong asset.
- Excellent communication skills and the ability to work effectively with diverse stakeholders across cultures and time zones.
- High attention to detail and accuracy in documentation, data entry, and record management.

Technical Competencies

- Proficiency with MS Office Suite (Excel, Word, Outlook, Teams), including strong Excel skills for financial tracking.
- Experience using project management, financial, or administrative software systems is an asset.
- Ability to prepare professional correspondence, reports, and documentation.

Other Assets

- Experience working in an international or cross-cultural setting.
- Knowledge of Vietnam or Southeast Asia.
- French language skills.

CBIE offers a comprehensive benefits package which includes an attractive pension plan and group insurance program as well as remote 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 26-01 to jobs@cbie.ca or mail to CBIE, 1125 Colonel By Drive, CTTC, Suite 4400, Ottawa, ON, K1S 5R1. 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.