



JOB DESCRIPTION

1. IDENTIFIERS

Job Title:	Program Manager
FTE:	Full-Time (36.25 hours/week)
Class Type(s):	Term
Start/End Dates:	1 September 2024 – 30 August 2026 (24 months)
Salary:	\$75,820 - \$83,800
Location:	Remote and Hybrid options available in Manitoba, Ontario, and British Columbia
Reports to:	Director - Programs

2. JOB SUMMARY

Under the Direction of the Director – Programs, the Program Manager, a key member of the Program Team, is responsible for managing a portfolio of humanitarian assistance projects funded by institutional donors. The Program Manager is responsible for contributing to proposal and project development, managing project implementation with partners, providing technical support with results-based management (RBM) and monitoring and evaluation (M&E), and coordinating financial and narrative reporting for donors.

It is expected that all employees are in agreement with the mission statement of CLWR and can work within its mandate.

The ability to work in highly complex environments and successfully manage valued relationships with donors, partners, and other stakeholders is essential.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS

- a. Minimum knowledge (formal education/general knowledge) required to perform the job competently:

- Master's degree or equivalent in relevant field
 - Sound knowledge of current international development and/or humanitarian assistance theory, policy and practice
 - Working knowledge of Global Affairs Canada (GAC) and its current development programs, policies and development tools
 - Analysis and research skills
 - Significant ongoing education and professional development
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b. Minimum experience required to perform the job at a competent level:

- Experience managing complex international assistance projects with annual budgets of \$1M or more
 - Proficiency with RBM and M&E tools and practices across a variety of sectors, including the ability to capacitate implementing partners to develop and utilize these tools in compliance with donor requirements
 - Work or volunteer experience in a developing country
 - Experience in writing successful funding proposals to GAC or other institutional donors
 - Understanding of international NGOs and donors
 - Experience and/or specialization in one or more of the following programming areas: SGBV, SRHR, protection, WASH, and Shetler/NFIs
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c. Technical skills required to perform the job at a competent level:

- Excellent written and spoken communications skills in English
 - Fluency in French (desirable)
 - Ability to review, analyze and synthesize information to produce high quality project documents, including donor reports and other deliverables
 - Strong communication and interpersonal abilities
 - Good initiative and organizational competencies
 - Above-average computer skills, including data analysis, project management software, and Microsoft Office
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d. Leadership skills required to perform the job at a competent level:

- Able to work independently and as part of a team
- Ability to speak with confidence, from knowledge base, effectively communicating technical information
- Able to establish priorities in a time-sensitive environment, and meet deadlines with strong attention to detail
- Strong ability to multi-task

3. KEY RESPONSIBILITIES:

Description	% of Time
<p>PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> • Provide technical and capacity building support to partners and project stakeholders, including but not limited to support with grants acquisition, assessments and reporting, and various learning initiatives • Ensure compliance with all aspects of the funding agreement with CLWR’s funders and the project agreement with CLWR partners, including but not limited to project finances and reporting • Coordinate with CLWR’s Finance Department and other project stakeholders on financial matters, including budgeting/forecasting, reporting, and external audit processes where necessary • Lead the preparation of high-quality and timely submissions to CLWR’s funders, including proposals, results reporting, financial reports, and other documentation as required, coordinating and assuring input from partner staff and CLWR’s Finance Department • Oversee the monitoring and evaluation of projects using Results Based Management tools • In coordination with the Finance Department, manage forecasting, reporting, and delivery of CLWR budget lines within project budgets, including but not limited to consultancies, travel, and monitoring and capacity building activities • Travel to field offices/projects as required 	60%
<p>PROPOSAL DEVELOPMENT</p> <ul style="list-style-type: none"> • Lead the development of select funding proposals for institutional funding, and support other Program Managers with the development and review of funding proposals, reports, assessments, and other technical documentation as time permits 	30%
<p>REPRESENTATION & LEARNING</p> <ul style="list-style-type: none"> • As requested by the Director – Programs, represent CLWR and its partners in networks and working groups that elevate CLWR’s profile and/or present unique learning and networking opportunities • In coordination with the Director – Programs, support learning initiatives with partners and CLWR colleagues that may enhance skills and capacities of staff and/or improve operational performance 	5%
<p>OTHER ORGANIZATIONAL TASKS</p> <ul style="list-style-type: none"> • Other duties as assigned by the Director - Programs 	5%