



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Senior International Programs Officer

(13 month maternity leave contract starting in June 2017; Full-time; based in Toronto)

This role is responsible for ensuring the effective day to day management of government-funded programs as well as ensuring UNICEF Canada has the knowledge and information on UNICEF programs and priorities needed to support effective fundraising and communication. The responsibilities include managing the requirements of multi-million dollar government grants, developing proposals and reports for the high-value gifts team, and providing the programmatic knowledge necessary to steward supporters.

The responsibilities will include:

Project Management (Government): 50%

- Provide day to day management of the organization's responsibilities for multi-million dollar government grants, including: collaborating with UNICEF Country Offices to develop proposals, design project implementation and project management plans using strong skills in results based management, logic modeling, and environmental and gender assessment; monitoring projects to ensure adherence to donor agreements including ensuring indicators are on track in line with the logic model; overseeing budgets and ensuring the project is proceeding on time and on budget; and maintaining regular communications with Country Offices, colleagues and government to ensure the quality implementation of projects and strong communications amongst partners.
- Support country office monitoring and evaluation activities and lead elements specific to UNICEF Canada's activities through collaboration with country offices.
- Provide regular reporting to the government on progress of the project, flagging variances, challenges and solutions in a timely manner, and write annual narrative and financial reports in timelines and formats required by the grant agreements.
- Develop and steward relationships with key stakeholders such as UNICEF Country Offices and headquarters to strategically gather program materials necessary for donor stewardship and compliance.



Project Development and Management (Major Donor, Corporate, Foundations): 40%

- Write and design, using In Design, proposals and reports for a wide variety of high-value donors at various levels of technical detail as appropriate for the audience.
- Collaborate with fundraisers to provide strategic direction on key funding opportunities.
- Working with the finance team ensure UNICEF Canada's financial remittances, including funding from government grants and major donor and corporate teams are properly allocated.

Research, Knowledge Management and Organizational Capacity Development: 10%

- Maintain an excellent knowledge of UNICEF's overall policies and programs and of national and international developments related to international development and humanitarian action.
- Develop concept papers, situation briefs and other materials for UNICEF Canada including for senior leadership.
- Maintain tools and systems to share knowledge on UNICEF's work and impact to improve organizational efficiencies and support strong fundraising and communications.
- Provide training and learning opportunities as required on international development and humanitarian issues to external stakeholders and internal UNICEF Canada staff, volunteers, campaigners, vendors and partners.
- Represent UNICEF Canada and make presentations at relevant public speaking events, panels, workshops and meetings when required.

The ideal candidate:

- Is a post-secondary school graduate with a degree in International Development, Political Science or related field (Master's degree desirable);
- Has a minimum of three (3) years relevant work experience;
- Has exceptional skills in building productive working relationships with colleagues, overseas Offices, and other partners;
- Has excellent verbal and written communication skills through diverse media;
- Has excellent organizational and project management skills, with attention to detail and quality while meeting deadlines and multitasking in a fast-paced, dynamic environment;
- Has experience and a strong knowledge of Results Based Management, data analysis, gender and environmental-based programming;
- Has the ability to distill information or concepts to diverse internal and external audiences;
- Has a strong knowledge of the Canadian international aid environment and the substantive issues affecting children in developing countries;
- Has PC proficiency (MS Office), knowledge of Adobe Design Suite, particularly InDesign is highly desirable;
- Is bilingual in English and French (desirable).

For consideration, please submit your resume and cover letter, with salary expectations, to careers@unicef.ca by **April 9, 2017**. Please attach your cover letter and resume as one document, and reference "**Senior International Programs Officer**" clearly in the subject heading.



UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including a vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.