



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 Co-ordinator

(Parental leave cover until April 2017; Contract; 4 days/week; based in Toronto)

Reporting to the Deputy Director, International Policy and Programs, the Senior International Programs Co-ordinator is responsible for supporting work to ensure that UNICEF Canada has the knowledge and information on UNICEF programs and priorities needed for effective fundraising and communication. The responsibility broadly includes writing proposals, reports and providing programmatic knowledge necessary to steward supporters - individual, corporate and government.

The responsibilities of the position will include:

Research and Resource Development (60%)

- Develop relationships and effectively communicate with UNICEF country offices and headquarters to gather programmatic materials needed for donors and other partners/stakeholders.
- Develop concept papers, proposals and reports and other materials needed for effective donor stewardship in a language that is donor friendly.
- Track proposals, reports and project information.
- Monitor UNICEF Country Office reporting obligations.
- Conduct research related to programming activities.
- Collaborate with digital team to coordinate content for program and government partnership sections of the website.

Organizational Support and Development (40%)

- Coordinate field travel for colleagues and donors
- Provide training and learning opportunities on international development and humanitarian issues to external stakeholders and internal UNICEF Canada staff, volunteers, campaigners, vendors and partners in support of organizational objectives as required.
- Represent UNICEF Canada at events and meetings as requested.





- Maintain an excellent knowledge of UNICEF's overall policies and programs.
- Maintain knowledge and awareness of national and international developments related to international development and humanitarian action.
- Provide administrative support to the International Policy and Programs team as needed.

The ideal candidate will have:

- A post-secondary degree in International Development, Political Science, or a related field.
- 1-2+ years of relevant work experience.
- Strong writing and communication skills for diverse media.
- Strong organizational skills, with attention to detail and quality while meeting deadlines and multitasking in a fast-paced, dynamic environment.
- Strong knowledge of the Canadian international aid environment and the substantive issues affecting children in developing countries.
- A good understanding of the UN Convention on the Rights of the Child and other relevant human rights treaties and standards.
- Ability to distill information or concepts to be donor friendly and appropriate.
- Strong relationship management abilities both internal and external.
- Microsoft Office proficiency (Excel, PowerPoint and Word).
- Experience with proposal and report writing (highly desirable).
- Knowledge of Adobe Design Suite, particularly InDesign and basic html (highly desirable).
- Bilingualism in English and French (highly desirable).

For consideration, please submit your resume and cover letter to careers@unicef.ca by **June 23, 2016**. Please attach your cover letter (including salary expectations) and resume as one document and reference "**Senior International Programs Co-ordinator**" 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 the 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.

