



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 than any other organization and have saved more children's lives than any other 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:

International Programs Manager

(Permanent, Full-time)

Reporting to the Director, International Policy and Programs, the International Programs Manager is responsible for managing 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 leading a small team to liaise with UNICEF country offices and headquarters to ensure that UNICEF Canada has the proposals, reports and programmatic knowledge necessary to steward supporters - individual, corporate and government - and strengthen UNICEF Canada's brand positioning.

The responsibilities of the position will include (but are not limited to):

Stakeholder Development and Management (50%)

- Develop relationships and effectively communicate with stakeholders in UNICEF country offices and headquarters to identify opportunities to support strong fundraising and communication activities and gather programmatic materials needed for donors and other partners/stakeholders.
- Collaborate closely with the fundraising team to develop and present case for support to high level donors
- Bring knowledge of corporate social responsibility and children's rights to support CSR integration in building high value, long term partnerships to achieve organizational priorities.
- Cultivate relationships with CIDA officials with a view to informing project management and new business development strategies.
- Support Director's work with CIDA regarding funding initiatives including through proposal development and reporting.
- Ability to represent the organization with the media and at events as requested by the Director.



Research, Resource and Capacity Development (35%)

- Lead the development of concept papers, proposals and reports and other materials needed for effective donor stewardship in a language that is donor friendly.
- 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 training 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

Organizational Support and Development (15%)

- Maintain effective UNICEF Canada cross-functional relationships to achieve both departmental objectives and to optimize synergies
- Supervisory responsibility for one direct report
- Maintain accurate financial records to ensure project/program accountability

The ideal candidate will have:

- A Master's degree in International Development, Political Science, or a related field
- Five to seven years of relevant work experience
- Exceptional organizational skills, with superb attention to detail and quality while meeting deadlines and multitasking in a fast-paced, dynamic environment
- Excellent 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
- Excellent communications skills for diverse media
- Ability to distill information or concepts to be donor friendly and appropriate
- Demonstrate sound judgment and/or political acuity in order to deal with diverse stakeholders, contentious issues or sectors
- Experience with successful proposal development and reporting for CIDA funded program
- A good knowledge of CSR global frameworks/principles and monitoring mechanism – particularly related to human rights
- Strong relationship management abilities - internal and external
- Strong staff management skills
- Strong orientation to critical thinking, creative problem-solving, and initiative
- A good basic financial management skills
- PC proficiency (MS Office)
- English language proficiency; French is highly desirable
- The ability to travel within Canada and internationally



For consideration, please submit your resume and cover letter, with salary expectations, to careers@unicef.ca by **Friday, April 5, 2013**. Please reference the title of the position clearly in the subject heading.