



A Career Opportunity

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work day in and day out to help children survive. To defend their rights. To keep them protected, healthy and educated. To give them a fair chance to fulfil their potential. Our work for every child relies entirely on voluntary support, including donations from generous Canadians.

Senior International Programs Officer

(Permanent; Full-time; based in Toronto)

The Senior International Programs Officer is responsible for ensuring the effective day-to-day management of our high-value donor funded program, UNdaunted, as well as ensuring UNICEF Canada has the knowledge and information on UNICEF programs and priorities needed to support effective fundraising and communications. The responsibilities include managing the requirements of multi-million dollar programs, developing proposals and reports for the high-value gifts team and other non-corporate donors, and providing the programmatic knowledge necessary to steward supporters.

The responsibilities of the position will include:

Project Management (40%)

- Provide day to day management of the organization's programming responsibilities for UNdaunted, a multi-million dollar high-value donor-funded program, including:
 - Collaborating with UNICEF Country Offices on project implementation and project management plans using strong skills in results based management, logic modeling, and gender assessment; monitoring projects to ensure adherence to a variety of donor agreements;
 - Overseeing budgets and ensuring the project is proceeding on time and on budget;



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- Maintaining regular communications with Country Offices and internal colleagues to ensure the quality implementation of projects and strong communications amongst partners.
- Support strong collaboration with key UNICEF Canada development colleagues including updates on programming, remittances, and meeting the unique needs of the various donors.
- Support country office monitoring and evaluation activities through collaboration with country offices and travel when necessary to funded countries.
- Provide regular reporting to donors on progress of the project in accessible donor-friendly language, flagging variances, challenges and solutions in a timely manner, and write annual and final narrative and financial reports in timelines and formats required.
- 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.
- Coordinate field travel for donors to visit UNdaunted programs including developing an engaging itinerary with the Country Office, briefing travelers, and coordinating some logistics.

Proposal Development & Management (30%)

- As needed, support proposal writing for the Government of Canada and potential management of government grants.
- Write and design proposals and reports for a wide variety of high-value and general donors at various levels of technical detail as appropriate for the audience.
- Collaborate with fundraisers to provide strategic direction on key funding opportunities.
- Disburse all of UNICEF Canada's financial remittances, including funding from government grants and major donor and corporate teams.

Research, Knowledge Management & Organizational Capacity Development (30%)

- Maintain an excellent knowledge of UNICEF's overall policies and programs and of national and international developments related to international development and humanitarian action.
- Support fact checking from other teams as needed to ensure accuracy.
- Support our internal emergency response process by acting as focal person for the International Programs team.
- Develop concept papers, situation briefs and other materials for UNICEF Canada including for senior leadership.
- Create and maintain tools and systems to share knowledge on UNICEF's work and impact to improve organizational efficiencies and support strong fundraising and communications.



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- 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.

The ideal candidate will have:

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

Salary range: \$52,000 to \$61,000 per year.

For consideration, please submit your resume and cover letter to careers@unicef.ca by **March 21, 2019**. Please attach your cover letter (including salary expectations) 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 the vulnerable sector screen.



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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.



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