



## 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.

### International Programs Specialist (maternity leave cover)

(13 month contract starting August 3, 2021; Full-time; based in Toronto)

Reporting to the Director, International Policy and Programs, the International Programs Specialist is a subject matter expert in UNICEF programming and is responsible for managing complex government-funded grants as well as managing the development of government proposals and concept notes. This role also manages Women Unlimited, an important UNICEF Canada program supported by Canadian female philanthropists and provides advice and support for proposals for strategic private sector partners, including Individual, Foundation and Corporate donors. The responsibilities also include managing relationships with government program focal points, and conducting research to inform a staff development plan.

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

#### Government Proposals (40%)

- Using a project management approach. lead or co-lead proposal development for Government funding opportunities; contributing to recommendations on strategic direction with the Director, creating a work plan to deliver the proposal on time, leveraging Results Based Management (RBM) expertise, as well as gender and environmental analysis to lead a streamlined process with country offices.
- Help manage complex government-funded proposals, including day to day management of the organization's responsibilities for multi-million dollar government opportunities.
- Develop and lead collaborative relationships with UNICEF Country Offices to design project implementation and project management plans using strong skills in results based management (RBM), logic modeling, and environmental and gender assessment;
- Monitor project development to ensure adherence to donor agreements including ensuring indicators are on track in line with the logic model; overseeing budgets and ensuring the proposal is proceeding on time and on budget; and maintaining regular communications with



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.



Country Offices, colleagues and the Government to ensure the quality design of projects and strong communications amongst partners.

- Where relevant, provide RBM expertise and technical support to Country Offices for monitoring and evaluation activities and lead elements specific to UNICEF Canada's activities through collaboration with Country Offices, including gathering information necessary for impact reporting.
- Build and maintain good working relationships with government focal persons on priority areas, to share project impact and learnings, and support broader programs and policy goals through these relationships, including collecting information about government policy direction and funding opportunities.
- Manage the Manitoba Council for International Cooperation (MCIC) proposal development process, including submitting detailed proposals in response to funding opportunities throughout the year. Support regular reporting to the government on progress of the project as needed, flagging variances, challenges and solutions in a timely manner, and where needed, support the development of annual and final narrative and financial reports in timelines and formats required by the grant agreements.
- Anticipate and respond to unique government needs including supporting their communications with Country Offices and UNICEF experts. Closely monitor and support any offices facing challenges with leveraging opportunities, and promptly flag challenges to Director with recommended approaches to overcome the challenges.
- Develop and steward relationships with key stakeholders such as UNICEF Country Offices and headquarters to strategically gather program materials necessary for time sensitive proposals and concept notes.

*Proposal Development and Management (Major Donor, Corporate, Foundations) (40%)*

- Write and design strategic proposals and reports for a wide variety of high-value donors at various levels of technical detail, using donor-friendly language, as appropriate for the audience. This includes Women Unlimited, an important UNICEF Canada program supported by Canadian female philanthropists.
- Collaborate with the Major Gift and Corporate fundraising teams to provide advice on strategic direction on key funding opportunities and support stewardship of major donors and corporate partners, including Women Unlimited donors.
- Coordinate remittance meetings and disburse all of UNICEF Canada's financial remittances, including funding from government grants and major donor and corporate teams.

*Research, Knowledge Management and Organizational Capacity Development (20%)*

- Develop and maintain an excellent knowledge of UNICEF's overall policies and programs, including national and international developments related to international development and humanitarian action with a particular focus on Canadian policies and priorities.
- Develop strategic concept papers, situation briefs, Town Hall presentations 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.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.



- In collaboration with the Director, conduct research to inform a needs-based staff development strategy to provide strategic training and learning opportunities as required on international development and humanitarian issues to internal UNICEF Canada staff.
- Provide training and learning for strategic opportunities with 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, college diploma or equivalent years' work experience in International Development, Political Science, or a related field.
- A minimum of four (4) to five (5) 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.
- Excellent knowledge of Results Based Management, data analysis, gender and environmental-based programming.
- Experience with Canadian international donors such as Global Affairs Canada.
- The ability to distill information or concepts to diverse internal and external audiences.
- Excellent knowledge of the Canadian international aid environment and the substantive issues affecting children in developing countries.
- PC proficiency (MS Office).
- Bilingualism in French (highly desirable).

*Salary range: \$62,000 to \$73,000 per year.*

For consideration, please submit your resume and cover letter to [careers@unicef.ca](mailto:careers@unicef.ca) by **June 18, 2021**. Please attach your cover letter (including salary expectations) and resume as one document and reference **“International Programs Specialist (maternity leave cover)”** 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 Safeguarding 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 diversity, equity, inclusion and accessibility. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.

