PROJECT OFFICER

Status	Full-time, 12 month contract
Department	International Programs Department
Reports to	Senior Program Manager,
Compensation band	2A
Overall responsibility	The Project Officer plays an important role in supporting Humanitarian team in the process of business development and management. This position is based in the Toronto office

Specific responsibilities

Support Senior Programme Manager on Business Development

- Support the SPM on the Business Development portfolio from project idea onwards including PRC requests and other phases of the proposal cycle.
- Research on policies, strategies and upcoming emergency/ humanitarian response funding opportunities with various donors and share updates on a regular basis.
- As and when requested, consolidate timely feedback on the proposals and share the document with the designated Manager for further review
- Track status of development and submission of concept notes and project proposals that are in progress, input into systems and update the portfolio pipelines on regular basis
- When needed, join PM/s, SPM/s in the business development meetings with the COs, take meeting notes and share with respective people
- Edit, proofread and format Project Concepts, Project Proposals or any other documents

General team support

- Provide general support for meeting logistics as needed
- Assist with special projects, systems and processes within the Department as requested
- Support SPM/PM/CM in responding to various inter-departmental requests (e.g. Marketing) by extracting relevant information and providing review of the documents, as required;

- Ensure proper filing of key documents and communication including PRC & eCRM;
- Assist with the review of project (monthly/quarterly) reports shared by the COs
- Support preparation of meetings (weekly team meeting, file meetings, monthly calls with CO and any other meetings as required); take and share minutes in a timely manner
- Support presentation preparations, including drafting of Powerpoint presentations
- Assist in the design and implementation of the Emergency and Humanitarian Response Team's knowledge management events

Skills, experience, qualifications

- Ability to work comfortably in both English and French, and support translation (Bilingualism is considered an asset)
- An interest in international development issues and themes
- Experience with report writing considered an asset
- Team player and proactive
- Sound time management and organizational skills, and ability to prioritize workload to complete required tasks within expected deadlines
- Aptitude for multi-tasking in a fast-paced environment with changing priorities
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint)
- A strong work ethic coupled with tact and diplomacy
- Personal values consistent with those of Plan International's corporate values

About Plan International Canada

Imagine working for a leading international non-governmental organization (NGO) that's dedicated to creating a better world. That's Plan International, a global movement for change, mobilizing millions of people around the world to support social justice for children in developing countries.

Founded in 1937, Plan International is one of the world's oldest and largest international development agencies, working in partnership with millions of people around the world to end global poverty. Not for profit, independent and inclusive of all faiths and cultures, Plan International has only one agenda: to improve the lives of children. Because I am a Girl is Plan International's global initiative to end gender inequality, promote girls' rights and lift millions of girls – and everyone around them – out of poverty.
Plan International Canada is part of a global network of offices in over 70 countries. Our busy Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach, as well as overseeing a wide variety of field programs led by our International Program Department, which includes experts in health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance.

We at Plan International Canada are a dedicated, passionate and diverse team of over 200 employees who are committed to making a difference in the lives of children.

Join us and plan to change the world.

Visit our website at plancanada.ca

How to apply

To apply for this role please forward your CV and covering letter, outlining your skills, experience and salary expectations to gethired@plancanada.ca by May 5, 2017. Please reference **Project Officer** in the subject line**.**

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. **No phone calls please.**

Applicants must be legally eligible to work in Canada.

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

Plan International 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 Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.