



JOIN OUR TEAM. CHANGE YOUR CAREER. CHANGE THE WORLD.

PROGRAM MANAGER (CONTACT)

Organization: Plan International Canada
Reports to: Senior Program Manager
Location: Toronto (Mount Pleasant & Eglinton) *with frequent travel to Plan field offices (up to 40% of the time)*

About You

Are you passionate about equal rights for all children and equality for girls? Can you see yourself being an integral member of a team that works towards transforming lives in developing countries? Are you confident that you can be part of a high performing team focused on quality implementation of projects?

Are you passionate about working with country teams to execute a diverse portfolio of grants? Are you an experienced at project management? Have you had success implementing projects to achieve results while adhering to donor agreements? Are you a trusted team member and excellent communicator with a collaborative working style and an ability to engage with diverse internal stakeholders adding value to organizational excellence and encouraging creative problem solving?

Why a career with Plan?

A career with Plan International Canada offers individuals a meaningful experience that drives professional development and a rewarding opportunity to use their skills and talents to help make a difference in promoting child rights to end child poverty. Are you ready for an opportunity to join one of the largest International NGOs in the world, creator of the award winning "Because I am a Girl" global movement, working to end gender inequality and promote girls' rights? Are you excited about playing an important role in determining the future of millions of children and families globally?

Employees at Plan International Canada strive to make a difference in the lives of children and their families through sustainable, child-focused community development.

Joining our dynamic team of experts and specialists can change your life too!

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. As a member of a diverse, dynamic, high-performing team, each Plan employee is driven to learn, valued for their contribution and approaches each day excited to make an impact.

We are proud of our award winning corporate culture validated by our *Canadian Nonprofit Employer of Choice* award for 2015 and 2016 and *Canada's 10 Most Admired Corporate Cultures* since 2012.

Join our high performing team and change your career...change the world!

The Organization

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 strives for a just world that advances children's rights and equality for girls.

Because I am a Girl is Plan International's global movement to transform power relations so that girls everywhere can learn, lead, decide and thrive.

Plan Canada's Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach initiatives that support programs that are implemented in more than 50 developing countries across Africa, Asia and the Americas. Plan has a dedicated staff of over 200 employees whose role is to support quality programming in the areas of health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance.

Further information can be found at: plancanada.ca.

The Position

The Program Manager is an integral member of the International Programs team and will have an opportunity to influence and execute part of the team's strategy to grow program impact as part of our overall organizational strategy: *20 Million Reasons*.

Working collaboratively with a dedicated team of Program Managers, Compliance Managers and subject matter experts you will be responsible for managing a portfolio of grants in Africa (geographic location subject to change over time) which will require participatory planning, implementation, report writing and financial management. You have familiarity of Results Based Management (RBM), data analysis, rights-based programming and gender sensitive programming. You have the ability to review, analyse and synthesize information to produce high quality project documents (including donor reports and communication materials).

We are looking for a candidate with the ability to multitask in a fast-paced, matrix environment to meet deadlines and achieve results. Our successful candidate will be self-driven and proactive in problem-solving and risk mitigation. You will also have excellent relationship management skills and an ability to prioritize and coordinate tasks amongst multiple teams.

What does success look like?

- Lead and support Plan field offices through the full cycle of project management including project planning and start-up, implementation and routine monitoring, development of annual work plans and budgets, and project close out in line with donor requirements
- Manage regular communications with Plan field offices to foster strong relationships and ensure quality implementation of projects.

- Create quality and timely narrative and financial reports for donors by working in close collaboration with Plan field offices, Technical Advisors and Compliance Managers.
- Work collaboratively with Compliance Managers to review and oversee project budgets, forecasts and donor financial reports (including variance analysis).
- Collaborate with Technical Advisors to develop and roll out high quality training and activity plans, gender equality tools/systems, and M&E plans including periodic evaluations to ensure program quality.

As our ideal candidate you will have:

- An aptitude for working with cross-functional teams and delivering results in matrix environment and remote teams.
- A proven track record (minimum 5 years) in delivery of complex development programs, with multi-country programming an asset.
- Ability to establish priorities in a time-sensitive environment, meet deadlines, and ensure high quality deliverables i.e. with a strong attention to detail.
- Ability to fully function in English is essential; and fluent French skills (both oral and written) are required for one position. Spanish language skills would be an asset.
- A flexible and adaptable work style; open to collaboration with strong personalities and professionals; thrive in a fast-paced evolving work culture.
- A passion for mission driven work and personal values aligned with those of Plan International Canada's corporate values.
- A Master's degree and/or equivalent work experience in an area relevant to this position

How to apply:

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your CV and covering letter, outlining your skills, experience and salary expectations to gethired@plancanada.ca by September 15, 2017. Please reference Program Manager in the subject line.

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.

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

Applicants must be eligible to work in Canada for the duration of the work term. Proof of eligibility will be required.

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.

Thank you for your interest in a career at Plan