



JOIN OUR TEAM. UNLEASH YOUR FULL POTENTIAL. DEFY NORMAL.

PROGRAM MANAGER (BILINGUAL FRENCH/ ENGLISH)

12 MONTH CONTRACT

Organization:	Plan International Canada
Reports to:	Senior Program Manager
Location:	Toronto or Ottawa (up to 40% international travel annually)
Status:	Full-time, 12 Month Contract

What can you expect from joining a leading organization in the global movement to advance children's rights and equality for girls?

An inspiring team of intelligent disruptors that challenges themselves to Defy Normal – to be bold, insightful, focused and innovative.

We are one of Canada's Most Admired Cultures and here's why: together, we have created a climate of trust and inclusivity – where diversity in people, ideas and approaches is not only respected, it's encouraged. We are empowered to command change and build powerful partnerships, with support from passionate leaders to unleash our full potential and learn, lead, decide and thrive.

Further information can be found at: plancanada.ca

The Position

- Lead and support Plan International's Country 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 International Country Officers 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 Country Offices, Technical Advisors, and Compliance Managers.

- Work collaboratively with Compliance Managers to review and oversee project budgets, forecasts, and donor financial reports inclusive of variance analysis.
- Collaborate with Technical Advisors to develop and roll-out high-quality training and activity plans, gender equality tools and systems, and M&E plans including periodic evaluations to ensure program quality.

What does success look like?

- The portfolio of projects will demonstrate strong performance and results, program quality, and compliance to donor requirements.
- Positive and functional relationships are built and maintained within Plan International Canada, Plan International's Country Offices, donors, partners and other stakeholders.
- Projects include strong strategies to advance gender equality and thematic priorities, M&E systems and evidence of results, and sustainability.
- Use of efficient project management systems and tools to facilitate ongoing grant management and compliance oversight.

As our ideal candidate you will have:

- Ability to function fluently in French and English is essential.
- An aptitude for working with cross-functional teams and delivering results in a matrix environment and amongst remote teams.
- A proven track record in delivery of complex international development programs, some of which should have been gained overseas.
- Direct experience managing projects funded by Global Affairs Canada.
- Ability to establish priorities in a time-sensitive environment, meet deadlines and ensure high quality deliverables with strong attention to detail.
- A passion for mission-drive work and personal values aligned with those of Plan International Canada's organizational values.
- Master's or post graduate degree in international development is considered an asset

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 **June 16, 2019**. Please reference **Program Manager, Bilingual (French/ English)** 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 International Canada!