



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

SENIOR PROGRAM MANAGER, EMERGENCY & HUMANITARIAN ASSISTANCE

Organization:	Plan International Canada
Reports to:	Director, Emergency & Humanitarian Assistance
Location:	Toronto (includes up to 10% international travel annually)
Status:	Full-time, Permanent
Contact level:	A

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 a small team in the Emergencies & Humanitarian Assistance Unit that will undertake business development and manage projects in complex and rapid onset settings implemented through Plan International’s offices globally.
- Collaborate with Technical Advisors, Compliance Managers and Country Offices to prepare high quality, gender responsive emergency and humanitarian projects
- Ensure donors, including private and institutional donors, receive timely, accurate and compelling reports on project results
- Identify and lead new, innovative opportunities in the areas of humanitarian-development nexus, resiliency, localization and other emerging trends in the sector

- Implement expertise in resource mobilization and overall emergency response programming in an international humanitarian context

What does success look like?

Business Development

- Implementation of a high quality, targeted resource mobilization strategy as a key part of the overall Emergencies & Humanitarian Assistance program
- Ensure proposals adhere to good humanitarian practice and minimum standards and are in line with Plan International's standard policies and procedures
- Working in close coordination with field offices and technical experts at Plan International Canada, ensure high quality, gender responsive proposals and corresponding budgets in the portfolio are developed in a time sensitive, results oriented manner
- Respond effectively to emergency situations including deployments as needed, and lead effective communication between Plan International Country Offices, National Offices, Communication teams, relevant donors – leading to proposal development and submission

Program Quality

- Ensure that gender and child protection standards are mainstreamed through program activities
- Ensure that program implementation is responsive to communities and partners and consistent with international standards and Plan International's program guidelines, principles, values, quality standards and strategic plans

Representation and Coordination

- Foster and maintain strong relationships with key donors and partners including Plan International Country/Regional colleagues and other stakeholders in Canada and globally
- Represent Plan International Canada in various networks and at events

Team management

- Coach and train staff with the aim of strengthening their humanitarian technical capacity and exchange knowledge within the team
- Contribute to team-building efforts, support team members in navigating challenges, problems and identifying their solutions and ensure the integration of all team members in relevant decision-making processes

Strategy and Vision

- Support Plan International's strategic focus on increasing gender-responsive humanitarian response and resilience programming that contributes to the realization of girls' rights
- Keep well informed, and actively participate in, discussions on issues that relate to natural hazards, conflicts and other crises, and the humanitarian-development nexus.
- Recognize opportunities for innovative action and create an environment where alternative viewpoints are welcomed
- Pro-actively identify partnership and engagement opportunities to secure additional resources

- Work well in a matrix environment ensuring overall technical support from the program effectiveness team and contributing to Plan International Canada's knowledge management

As our ideal candidate you will have:

- Undergraduate/post-graduate degree in relevant area and/or equivalent professional experience
- Successful track record working in the humanitarian sector including resource mobilization, managing programs in a variety of humanitarian crises, and demonstrated experience engaging with the humanitarian coordination system.
- Knowledge of the Core Humanitarian Standard and familiarity with at least two of the following sectors: Child Protection in Emergencies, Education in Emergencies, Food Security & Livelihoods, DRR and Resilience.
- Solid experience in donor requirements including government agencies such as Global Affairs Canada, UN agencies including World Food Programme, and other multilateral agencies, charitable organizations, and foundations
- Strong aptitude in project planning, budget development, negotiation and revision, with project management and monitoring experience for a large program portfolio
- Strong leadership and people management skills in building productive working relationships with team members, colleagues, field offices, donors and partners
- Flexible approach to dealing with changes and working in a fast-paced environment
- Ability to travel internationally to Plan International's field offices, some of which may be in remote or high-risk locations (a valid passport will be required).
- Fluency in oral and written English. Working knowledge of French, Spanish or Arabic is considered a strong asset.

How to apply:

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your resume and cover letter to gethired@plancanada.ca. Please reference **Senior Program Manager, Emergency** in the subject line. **Review of applications and interviews will take place on a rolling basis.**

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 Safeguarding Children & Young People 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!