



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

PROGRAM MANAGER, EMERGENCIES & HUMANITARIAN ASSISTANCE

Organization:	Plan International Canada
Reports to:	Senior Program Manager, Emergencies & Humanitarian Assistance
Location:	Toronto (Mount Pleasant & Eglinton) <i>with frequent travel to Plan field offices (up to 40% of the time)</i>
Status:	Full-time, Permanent

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 saving lives and delivering high quality humanitarian projects? 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? Do you have experience working in emergencies? 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?

The Position

The Humanitarian Program Manager is an integral member of the Humanitarian 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.

We are looking for an experienced 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, able to prioritize 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 in Canada and areas of operations.

Working collaboratively with a dedicated team of Compliance Managers and technical experts you will be responsible for managing a portfolio humanitarian emergency grants in Africa, Asia and Latin America (geographic locations may change over time), which will require planning,

report writing, financial and risk management. You will be able to travel for up to 40% of the time and sometimes at short notice for deployments. A flexible approach to working, a desire to learn from and collaborate with other colleagues is equally important. The candidate you should be self-driven and proactive in problem-solving and risk mitigation.

What does success look like?

Program Management (80%):

- Guide Plan International's country offices through the full cycle of humanitarian project management including project start-up, planning, implementation and routine monitoring, development of annual work plans and budgets, and project close out in line with donor requirements.
- Support the country offices to plan project's activities and budget and monitor progress against the initial quality criteria and budget forecast.
- Work with the Compliance Managers to review project budgets, forecasts and donor financial reports and ensure value for money, cost control and best use of funding.
- Closely monitor risks that may impact the projects' implementation and develop mitigation strategies in collaboration with the teams based in the field and in Canada.
- Review, analyse and synthesize information to produce high quality project documents (including donor reports and communication materials).
- 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 institutional donors by working in close collaboration with Plan field offices, Technical Advisors and Compliance Managers.
- Establish effective flow of communication and coordination mechanisms with technical advisors, M&E advisors, Compliance Managers and other staff (marketing, major gifts etc.) for all projects in portfolio,
- Collaborate with Technical Advisors in Canada to develop and roll out relevant training and activity plans, gender equality tools/systems, and M&E plans to ensure program quality.
- Undertake regular and timely field visits to projects locations, to monitor, discuss and adjust activities and budgets if applicable.

Program Development (10%):

- Participate in proposal development teams as required and help to ensure successful signing of new grants.
- Compile relevant background information that supports the rationale for the project to inform proposal development and TA support.
- Review the project budget with the Compliance Manager to ensure coherence with activities.

Departmental support (10%):

- Contribute to humanitarian emergency team work, as required.
- Support implementation of new initiatives.
- Attend team and organizational meetings.
- Prepare clear and concise briefs/materials, upon request.

As our ideal candidate you will have:

- Proven professional experience including a minimum of 1-year continuous work in a humanitarian or development context.
- A Master's degree and/or equivalent work experience in an area relevant to this position.

- Experience in humanitarian emergency programming and principles and application of Results Based Management (RBM), rights-based and gender sensitive programming, SPHERE standards.
- Experience in managing a variety of institutional grants and knowledge of key donor requirements such as GAC, WFP, and other UN donors.
- An aptitude for working with cross-functional teams and delivering results in a matrix environment and with remote teams.
- Ability to establish priorities in a time-sensitive environment, meet deadlines, and ensure high quality deliverables with a strong attention to detail.
- Ability to fully function in English is essential, with strong writing skills. French and/or Spanish language skills would be a strong asset.
- A flexible and adaptable work style; open to collaboration with strong personalities and professionals; thrive in a fast-paced evolving work culture.
- Strong communication skills and sound judgement in complex situations.
- A passion for mission driven work and personal values aligned with those of Plan International Canada's organizational values.
- Ability to undertake deployments, other international travel, sometimes in difficult circumstances or with short notice.

Why a career with Plan International Canada?

Are you ready for an opportunity to join one of the largest not for profit organizations in the world? Are you excited about playing an important role in positively impacting the future of millions of children and families globally?

Plan International Canada is a member of a global organization dedicated to advancing children's rights and equality for girls. We are calling on all Canadians to Defy Normal: to take a stand anywhere children are oppressed, exploited or left behind and girls aren't equally valued. Together, we can create a world where all unleash their full potential.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years and are active in more than 70 countries.

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. Join our high performing, diverse team and change your career...positively impact the world! Further information can be found at: plancanada.ca.

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 **February 17, 2019**. Please reference **Program Manager, Emergencies**, 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!