



JOB PROFILE

1. IDENTIFIERS

Job Title:	Program Manager
Job Title of Supervisor:	Program Director

2. JOB SUMMARY

Under the Direction of the Program Director, the Program Manager, a key member of the Program Team, is responsible for the management of a diverse portfolio of international development and humanitarian assistance projects funded by Global Affairs Canada (formerly DFATD) and other donors. The Program Manager is responsible for contributing to project development, managing project implementation, financial resource management, and will provide the necessary technical knowledge for CLWR's partners in assigned project areas, encompassing humanitarian relief, development, and resilience.

It is expected that all employees are in agreement with the mission statement of CLWR and can work within its mandate.

The ability to work in highly complex environments and successfully manage valued relationships with donors, partners, and other stakeholders is essential.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS

- a. Minimum knowledge (formal education/general knowledge) required to perform the job competently:
 - Master's degree or equivalent in relevant field
 - Sound knowledge of current international development and/or humanitarian assistance theory, policy and practice
 - Analysis and research skills

- Significant ongoing education and professional development

b. Minimum experience required to perform the job at a competent level:

- Experience managing complex projects with budgets of \$1M or more
- Project monitoring and evaluation
- Work or volunteer experience in a developing country
- Experience in writing successful funding proposals
- Working knowledge of Global Affairs Canada and its current development programs, policies and development tools
- Understanding of international NGOs and donors
- Experience and/or specialization in one or more of the following programming areas: refugee, IDP and food security issues
- Proficiency with results-based management methods and tools.

c. Technical skills required to perform the job at a competent level:

- Excellent written and spoken communications skills in English
- Fluency in French (desirable)
- Ability to review, analyze and synthesize information to produce high quality project documents (including donor reports)
- Strong communication and interpersonal abilities
- Good initiative and organizational competencies
- Above-average computer skills, including data analysis, project management software, and Microsoft Office in a Macintosh environment

d. Leadership skills required to perform the job at a competent level:

- Able to work independently and as part of a team
- Ability to speak with confidence, from knowledge base, effectively communicating technical information
- Able to establish priorities in a time-sensitive environment, and meet deadlines with strong attention to detail
- Strong ability to multi-task

3. KEY RESPONSIBILITIES:

Identify the **key responsibilities** of the job (up to 6) and percentage of time spent on each (on an annual basis):

Description	% of Time
PROJECT MANAGEMENT <ul style="list-style-type: none"> • Lead management/oversight and compliance of donor and partner agreements including adherence to financial, administrative and project management 	50%

<p>procedures</p> <ul style="list-style-type: none"> • Ensure grant/project expenses are reasonable, allocated as per assigned budget, prudent and spent in accordance with donor rules and regulations • Lead the preparation of high-quality donor narrative and financial reports, with input from partner offices in the field and CLWR Finance Department • Support project partners to fulfill project commitments, plan, review and revise project work plans and comply with donor agreements • Monitor and evaluate projects using Results Based Management tools • Liaise and maintain superior relations with Global Affairs Canada and other donors on the implementation of projects • Contribute to the development and maintenance of systems and tools to improve efficiencies in projects and ensure best practices in project management • Oversee contracting of consultants • Travel to field offices/projects as required 	
<p>PROPOSAL DEVELOPMENT</p> <ul style="list-style-type: none"> • Work closely with local partners and other members of the Program Team to assess programming needs in the field, plan appropriate project activities and write funding proposals to GAC and other donors • Communicate with GAC representatives regarding proposal development opportunities and requirements • Amend proposals as required to meet additional/future requirements 	25%
<p>CAPACITY BUILDING</p> <ul style="list-style-type: none"> • Assess local partner’s capacity to manage and implement project activities • Where possible, provide and/or organize technical support that builds CLWR’s partners’ capacities in focus areas • Organize and/or participate in workshops, webinars, conferences and other learning activities with the Program Team to promote professional development on issues related to CLWR’s strategic objectives and mandate • Work effectively with counterpart and partner organizations, academic institutions, and other prospective program partners. 	15%
<p>OTHER ORGANIZATIONAL TASKS</p> <ul style="list-style-type: none"> • Represent CLWR domestically and internationally • Work closely and effectively with CLWR colleagues, both in field offices overseas and in other units within the Winnipeg office as required (human resources, communications and donor relations) • Perform other duties as assigned by the Program Director 	10%