code | Promoting every child's right to read

JOB POSTING

Position Title:	**Program Officer**
Location:	**CODE offices, International Programs Department**
	321 Chapel Street, Ottawa
Reports To:	**Senior Program Manager**
Salary Range:	**$52,000 - $64,000**
Date:	**July 2020**
Deadline for applications:	**August 14, 2020**

Good books brought to life by excellent teachers help learners understand and thrive in the world around them. That is the idea behind CODE.   CODE takes a comprehensive approach to programming, working with teacher educators, teachers, librarians, writers, and publishers to develop and sustain literate environment. CODE works in partnership with national and local governments, local implementing partners and in-country experts as well as with international experts.

SUMMARY

Under the direction of the Senior Program Manager and working closely with other Program Managers and the Manager, Evaluative Learning, the **Program Officer** is responsible for supporting the implementation of CODE's programs in accordance with CODE's Strategic Plan.

Specifically, the **Program Officer** will: work with the Senior Program Manager to manage CODE's international programs in Western Africa; support the department work plan including ensuring timely planning of upcoming activities such as travel and reporting deadlines; to ensure that all key documents are in place and up to date (for example, partnership agreements, Memorandum of Understanding, contracts, etc.). The Program Officer will collaborate with other International Program staff to ensure the effective and efficient functioning of CODE as a high performing learning organization.

MAJOR RESPONSIBILITIES

1. **Coordinating International Programs Department**
    *   Supports the development, administration, implementation, and evaluation of CODE programs.
    *   Monitors partner agreements, work plans, reports, and performance for compliance with contribution and donor agreements and supports the development of necessary documents.

- Supports activities related to the International Programs department work plan and CODE Strategic Plan.
- Coordinates the development of results-based tools that comply with CODE's policies in collaboration with volunteers, local partners, and stakeholders
- Works closely with the International Program and Finance team to ensure proper recording of expenses and tracking of cash-flow to programs, ensuring timely transfers and communications with partners.
- Coordinates travel for International Program staff, volunteers, consultants, and partners (as required). This includes ensuring Terms of Reference are complete and completing Travel Authority processes.

2. **Coordinating projects in West Africa**
   - Coordinate budgets and workplans
   - Coordinate consultants, ensuring regular meeting and inputs
   - Provide monthly updates that can be used as communication pieces by CODE
   - Prepare Terms of Reference, Scope of Work, Memorandums of Understanding and Contracts with consultants and others working with CODE
   - Manage travel

3. **Reporting and writing**
   - Collaborates with Program Managers to produce high quality reports for Global Affairs Canada (GAC) and other donors.
   - Ensures reports are complete according to contribution and donor agreements.
   - Contributes to program proposals as requested

4. **Contributes to effective management and functioning of CODE**
   - Works closely with the International Programs team including all related specialists to continually improve CODE's programming and management.
   - Writes blogs, articles and other communications pieces for CODE's website, annual report, newsletters and other communication materials.
   - Participates in CODE's staff meetings and represents CODE at relevant meetings, conferences and other fora.

POSITION QUALIFICATIONS

- 3 to 5 years experience working in a similar role.
- Experience working with Global Affairs Canada (GAC), and knowledge of GAC policies strongly desirable
- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications
- Ability to work effectively as a team member and independently,
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines

- Demonstrated experience in budget and financial management
- Excellent written and verbal communication skills
- Excellent critical and creative thinking and analytical skills
- Experience in program administration, operating procedures, oversight and monitoring

Interested applicants should forward a cover letter and resume to
https://codecan.applicantstack.com/x/detail/a2h8bz7tw7fb?preview=1.

To learn more about CODE, visit www.code.ngo

We thank all candidates in advance. However, only those selected for an interview will be contacted. No phone calls please. Only candidates with legal documentation to work in Canada will be considered.