

JOB POSTING

Position Title:	Program Officer (Part Time Position - 3 days Per week)
Location:	CODE Offices, 321 Chapel Street (Ottawa, Ontario)
Reports To:	Senior Program Manager
Date:	June 2021 (12-month contract)

SUMMARY

Under the supervision of the Senior Program Manager and working in close collaboration with other staff members in the Programs Department, the **Program Officer**, assists and provides support in the development of workplans, budget forecasts, implementation, and reporting of a new CODE UNICEF funded project in Sierra Leone. The project is a 12 month teachers training focus, with a large number of activities to be finalized during the project period. It is fully implemented in Sierra Leone by the CODE Sierra Leone team, with oversight and supervision by the Program Department in Ottawa. The Program Officer will report directly to the Senior Program Manager for West Africa, and will have the day to day responsibility of monitoring project status, develop workplans with the CODE SL team, budgets and budget forecasts, as well as finalize monthly and other reports. The **Program Officer** as a member of the Programs department contributes to the delivery of programs and contributes to the effective and efficient functioning of CODE.

MAJOR RESPONSIBILITIES

1. Provide support to CODE's UNICEF Project (70%)

- Assist with administration of CODE's UNICEF project in Sierra Leone
- Maintain communication with CODE Sierra Leone Country Office to develop workplans, budget forecasts, to monitor activities, develop monthly reports, and other project related tasks
- Assist in the preparation of documents, budgets, workplans, partnership agreements, memoranda of understanding, terms of reference, publishing agreements, marketing and communications materials, etc. as required for CODE's programs, as assigned by the Senior Program Manager
- Coordinate the involvement of volunteers, consultants, and program assistants working with CODE and Implementing Partners, including assisting with the preparation of agreements, evaluations, timesheets, and coordinating travel logistics.

- Expected to use CODE Program Management, Budgeting and Monitoring tools
- Work with members of the Fund Development to develop and implement the marketing and communication strategy for programs
- Verify that financial and narrative reports comply with the approved program documents, budgets, and workplans.
- Oversee Partners' compliance with CODE and the Canadian government standards, contracts and laws.
- Visit partners and program beneficiaries and key stakeholders during monitoring trips, as required.
- Work with the Finance and Administration Department to facilitate the transfer of funds to partners within the established policies and procedures and ensure cash flow for the program and administrative expenses are within approved budget levels.
- In collaboration with the other staff members in the Programs department, conduct regular program and organizational assessments.
- Contribute to the overall monitoring and evaluation of CODE's programs.
- Support data collection for CODE's programs.

2. Contribute to the direction, management and reporting of the Programs Department (10%)

In collaboration with other staff members in the Programs department:

- Contribute to short, medium and long-term strategy and overall annual program planning, development, implementation and evaluation of international programs.
- Contribute to the development of frameworks, systems and tools to monitor programs.
- Assist with the preparation of written bi-annual and annual reports as well as other documentation and presentations for donors, stakeholders, and other staff at CODE.
- Network with relevant publishing, literacy, library and education organizations to keep informed of policies and practices related to CODE's work.
- Contribute to the compilation of data.

3. Contribute to effective management and functioning of CODE (20%)

- Work with other staff members in the Programs department, Fund Development, Finance and Administration Department and Executive Office to prepare funding and program proposals and reports for internal and external use.
- Participate in CODE's staff meetings and represent CODE at relevant meetings, conferences and other fora, as required.
- Contribute to the development of plans and strategies together with other departments.
- Provide program information and data to the Finance and Administration, Executive, Fund Development and Marketing and Programs departments.
- Support the needs of staff in the Programs Department.
- Perform administrative duties consistent with CODE's corporate policies and practices.
- Other duties as assigned.

POSITION QUALIFICATIONS

- 3 to 5 years experience working in a similar role.
- Experience working with UNICEF or 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

Deadline for applications: Friday, June 18, 2021 – *applications will be reviewed on a rolling basis*. Please send cover letter and CV to

<https://codecan.applicantstack.com/x/detail/a2h8bz793o8e?preview=1>

Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls. CODE is an equal opportunity employer. Candidates should be legally entitled to work in Canada. For more information about CODE, visit www.code.ngo.