

Job Posting

Human Concern International (HCI) is a registered Canadian charity working to change our world by alleviating suffering and tackling poverty. Established in 1979, HCI's development projects have helped communities become more self-sufficient and the emergency assistance has helped families and communities survive during hardships. We work in 42 countries with regional offices and local implementing partners.

We are looking for a successful and enthusiastic individual who will manage our Child Sponsorship Program (CSP). This is an exciting role that involves working with HCI's field implementing partners in about 15 different countries. Your responsibility will be to ensure the smooth operation of the CSP, while making it stronger and more transparent.

Position Title: Child Sponsorship Program (CSP) Officer

Reporting To: Director of Programs

Terms: Full time – 1 Year Contract with Possibility for Renewal

Deadline to Apply: On going until position is filled.

Key Duties and Responsibilities

- Evaluate the current framework, policies, and processes of the CSP to ensure the Program is appropriately designed and being appropriately monitored;
- Work closely with the Fundraising team to ensure fund availability of the Program;
- Establish monitoring and evaluation systems, including a system of progress review with each of the field implementing partners;
- Ensure timely submission of financial and activity reports by field implementing partners, including reporting on key performance indicators;
- Advise field implementing partners on strategies to facilitate results-based implementation of the CSP, and ensure constant feedback on quality of their implementation, suggesting corrective measures as necessary;
- Support the selection, capacity assessment, contracting, monitoring, evaluation and audit of field implementing partners, ensuring compliance with CRA regulations and HCI policies;
- Contribute to the wide dissemination and visibility of CSP achievements, including preparing reports and summaries for exchange of information, experience and lessons learned for a variety of audiences, including the Donors, Programs Department and Board of Directors;
- Any other tasks assigned.

Qualifications, Skills and Experience

- University education, preferably a degree in International Development
- Additional training and certification in project management would be an advantage
- Minimum 3 years of progressively responsible experience with a Canadian or international NGO in a Programs role
- Good understanding of CRA guidelines and best practices
- Ability to perform a variety of specialized tasks related to project management, including managing data and reporting
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents
- Excellent interpersonal skills with a customer service orientation and the ability to interact with individuals from a variety of ethnic backgrounds
- Excellent prioritization and time-management skills
- Ability to treat peers fairly by maintaining consistent values inspiring trust and confidence through personal credibility;
- Strong and clear commitment to HCI's values
- Fluency in English and excellent written communication skills, fluency in French and Arabic an asset

International travel may be required.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading 'CSP Officer'.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.