

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 Programs Officer to help manage a portfolio of projects across different programmatic areas of focus. You will be interacting with HCI's regional offices and field implementing partners to develop new projects and ensure the successful completion of existing projects.

Position Title: Programs Officer

Reporting To: Director of Programs

Location: Toronto, ON

Terms: Full time – 37.5 hours per week, 6 months contract

Deadline to Apply: On going until position is filled.

Key Duties and Responsibilities

- Support project development and formulation, including the designing, planning and monitoring of projects;
- Work on the quality of the concept papers, proposal outlines and agreements in close cooperation with the field implementing partners;
- Ensure the implementation of assigned projects and provide necessary support to field implementing partners;
- 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 project activities, 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 project achievements, including preparing reports and summaries for exchange of information, experience and lessons learned for a variety of audiences, including the Programs Department and Board of Directors;
- Maintain close coordination with assigned field implementing partners, helping at ensuring synergies and avoiding overlaps in project implementation;
- 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 and willingness to change work practices and hours in the event major crises or disasters
- 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. Evening and weekend work 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 'Programs Officer Application'.

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