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Where childhood thrives, war does not.

Position Title	Project Officer
Location	Toronto
Reports to	Associate Director, International Programs
Background	War Child Canada is a registered Canadian charity based in Toronto. Working with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice, War Child Canada also takes an active role in raising public awareness around the impact of war on communities and the shared responsibility to act. War Child Canada works in Afghanistan, Iraq, Jordan, Sudan, South Sudan, the Democratic Republic of Congo and Uganda.
Position summary	The Project Officer plays an integral role in the design and development of new projects and programs, working with key staff to grow and develop country programs in line with Country Strategic Plans and organizational strategy. The Project Officer also supports a portfolio of projects, ensuring result areas are achieved according to contractual requirements and best practices, including the fulfillment of reporting requirements.
Responsibilities:	<p>Business Development (50%)</p> <ul style="list-style-type: none"> ▪ Actively investigates new funding sources to support the implementation of Country Strategic Plans. ▪ Supports field staff to co-ordinate the design, development of new projects and programs. ▪ Writes and edits high quality funding applications for institutional donors and foundations as required ▪ Co-ordinates the timely and accurate submission of high quality donor narrative and financial reports in liaison with the International Programs Team at HQ and relevant field staff. ▪ Assists with the management of contracts, agreements and relationships with institutional donors, as required. <p>Project Management Support (40%)</p> <ul style="list-style-type: none"> ▪ Provides program coordination support for a portfolio of international projects, in liaison with War Child Canada field and head office. ▪ Monitors and ensures deliverables are met according to project contractual requirements and agreements using results based management. ▪ Contributes to the implementation of Country Strategic Plans and organizational strategy, monitoring progression and performance. ▪ Participates in War Child Canada domestic awareness-raising activities, including public engagement, conferences and events, as required. ▪ Contributes to the management of War Child Canada volunteers, interns, and contractors, ensuring resources are deployed effectively. <p>Information and Knowledge Sharing (10%)</p> <ul style="list-style-type: none"> ▪ Acts as an organizational focal point for assigned countries by monitoring and researching news, localized or national policies, development priorities and country donor strategies, seeking alignment wherever possible to War Child Canada Country Strategic Plans, to help inform and support key field staff.



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	<ul style="list-style-type: none"> ▪ Facilitates shared knowledge and learning between country programs and other departments within War Child Canada head office.
<p>Education, experience, skills</p>	<p>Education:</p> <ul style="list-style-type: none"> • Post graduate level in international development or related field. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum two years project management experience of complex emergency, early recovery or development programs, preferably conflict settings or insecure environments. • Successful experience with proposal development and writing funding proposals and reports. • Experience of capacity building in a complex international development environment. • Experience assisting in budget development, management and oversight. • Experience of institutional funded projects and contracts (desirable) <p>Skills and knowledge:</p> <ul style="list-style-type: none"> • Excellent organizational skills with an ability to prioritize, work under pressure and manage multiple time-sensitive priorities. • Excellent writing and proof reading skills. • Demonstrable ability to analyze challenges and propose workable solutions. • Technical skills in child-centered programming and/or one of War Child Canada's programming sectors. • Computer proficiency including strong Excel skills. • Excellent spoken and written English. Arabic or French is an asset.
<p>Travel</p>	<p>Occasional field travel may be required</p>
<p>Application process</p>	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: jobs@warchild.ca Please ensure your application email has the subject heading of 'Project Officer'</p> <p>Only those applicants selected for an interview will be notified. We regret we are unable to entertain phone calls.</p> <p>War Child Canada is an equal opportunity employer. War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Protection Policy, including appropriate reference checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. For more information about War Child Canada, please visit www.warchild.ca</p>
<p>Deadline</p>	<p>19 April 2019</p>



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