



Where childhood thrives, war does not.

<b>Position Title</b>	<b>Program Manager – International Programs</b>
<b>Location</b>	<p>The organization is based in Toronto, Canada with work from home arrangements. The successful candidate may need to regularly travel to War Child Canada’s countries of operation.</p> <p>The successful candidate will also need to travel to Toronto for staff meetings, if based outside the GTA.</p>
<b>Reporting</b>	Reports to the Director, International Programs
<b>Contract</b>	Full-time, Permanent
<b>Background</b>	<p>War Child Canada is a registered Canadian charity based in Toronto that works to accelerate peace and disrupt the cycle of violence by investing in and empowering local communities to build brighter futures through comprehensive, evidence-informed programs that foster resilience, self-reliance, and self-determination.</p> <p>War Child is globally recognized for our grassroots, community-driven model of humanitarian action that’s rooted in collaboration and entirely locally led. We have developed a solid track record of long-term, sustainable impact supporting children and families living in areas dominated by conflict.</p> <p>War Child Canada works with some of the most vulnerable populations around the world and are leaders in developing and implementing programs specifically targeting and protecting children, women, and refugees living in the most complex humanitarian environments in Afghanistan, Democratic Republic of Congo, South Sudan, Sudan, Uganda and Yemen.</p>
<b>Position summary</b>	<p>The Program Manager is responsible for providing oversight in program implementation, including assisting in reporting, in countries of operation as well as proposal development and overseeing start-up in new countries of operation. This role ensures both quality programming and program impact are achieved according to contractual requirements and best practices, including contributing to the fulfillment of all reporting requirements.</p> <p>This role provides support to in country staff in the design, administration, management and implementation of quality humanitarian projects, monitors projects and country teams remotely and through project visits.</p>



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<p><b>Responsibilities</b></p>	<p><b><u>PROGRAM MANAGEMENT (60%)</u></b></p> <ul style="list-style-type: none"> <li>• Provides support as needed to the timely and accurate submission of high-quality donor narrative reports</li> <li>• Monitors and ensures deliverables are met according to project contractual requirements and agreements using results-based management.</li> <li>• Contributes to the implementation of Country Strategic Plans and organizational strategy, through monitoring of progression and performance.</li> <li>• Assists with the management of contracts, agreements, and relationships with institutional donors, as required.</li> <li>• Responsible for managing new countries of operation from initial research through securing stable funding inclusive of registration, start-up logistics and coordination, initial funding proposals, etc.</li> </ul>
	<p><b><u>FUND DEVELOPMENT (30%)</u></b></p> <ul style="list-style-type: none"> <li>• Actively investigates new funding sources to support the implementation of Country Strategic Plans.</li> <li>• Assists in the development of funding opportunities for new countries of operation.</li> <li>• Contributes to the writing and editing of high-quality funding applications for institutional donors and foundations</li> </ul>
	<p><b><u>LEARNING AND KNOWLEDGE MANAGEMENT (10%)</u></b></p> <ul style="list-style-type: none"> <li>• Facilitates shared knowledge and learning between country programs and other departments within War Child Canada head office.</li> <li>• Support War Child Canada staff and partners in improving learning and knowledge sharing mechanisms</li> <li>• Promote and support a culture of learning within the organization through sharing of field experience and program knowledge</li> </ul>
<p><b>Qualifications</b></p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a master's degree in International Development, or related field or equivalent experience.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of five (5) years' work experience with an international humanitarian/development organization, including two (2) years of experience working at an International Non-Governmental Organization headquarters</li> <li>• Minimum five (5) years' experience in project management for complex emergencies or early recovery and development programs, preferably conflict settings or insecure environments.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Proven and demonstrable experience in successful proposal writing with multiple donors including GAC (Global Affairs Canada) USAID, and others.</li> <li>• Demonstrated experience with Community Based Organizations, women’s rights and gender equality programming, and the capacity strengthening of civil society organizations;</li> <li>• Experience in capacity building for a complex international development environment.</li> <li>• Experience in budget development, management, and oversight.</li> <li>• Experience with GAC and USAID policies, practices, requirements, funded projects and contracts is a definite asset</li> </ul> <p><b>Skills and Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Excellent organizational skills with an ability to prioritize, work under pressure and manage multiple time-sensitive priorities.</li> <li>• Excellent written and spoken skills in English are required, with strong analytical and report-writing capability including drafting and editing programmatic documents, program reporting, project oversight, etc. Arabic or French is an asset.</li> <li>• Excellent organizational and administrative skills, backed by demonstrated experience in organizing and managing efficiently information, data, and accountability processes (contract compliance including financial and narrative reporting);</li> <li>• Demonstrable ability to analyze challenges and propose workable solutions.</li> <li>• Strong managerial and team building skills</li> <li>• Technical skills in child-centered programming and/or one of War Child Canada’s programming sectors.</li> <li>• Strong computer skills in word processing, spreadsheet, electronic mail and data base systems, use of social networking;</li> </ul>
<b>Compensation</b>	<p><b>\$70,000 - \$77,000 CAD per annum</b>, plus employee group benefits (health, dental, disability), and RRSP matching after one (1) year</p>
<b>Application process</b>	<p><b>ALL INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO: <a href="mailto:jobs@warchild.ca">jobs@warchild.ca</a></b></p> <p>Please ensure your application email has the subject heading of ‘Program Manager – [insert your name]’</p> <p>Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls. War Child Canada is an equal opportunity employer.</p> <p>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 Safeguarding Policy</p>



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	<p>and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security 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 tell us, and we will work to accommodate your needs.</p> <p>Candidates should be legally entitled to work in Canada. War Child Canada will not provide relocation support.</p> <p>For more information about War Child Canada, please visit <a href="http://Warchild.ca">Warchild.ca</a>.</p>
<p><b>Deadline</b></p>	<p><b>September 20, 2023</b></p>