

Job Description

Program Manager

KEY FUNCTIONS AND ACCOUNTABILITIES

Reporting to the Programs Lead, the Program Manager will lead a diverse global portfolio of emergency relief and sustainable development programming in the areas of health, food security, water, education, economic development and emergency response. The primary role of the position will focus on managing IDRF's Global Affairs Canada project in Guyana. Writing successfully proposal submissions and reports is also a key element of this position:

Key Responsibilities

Specific duties include:

- Facilitate extensive narrative and financial reporting, needs assessments, project monitoring, and evaluation activities, and provide direction and control to overseas projects, with a focus on IDRF's Global Affairs Canada funded program in Guyana.
- Advise and substantiate with information on risk, timelines, and required resources that may affect IDRF's Global Affairs Canada funded program in Guyana.
- Collaborate with international partners to launch innovative programming in IDRF's development and humanitarian sectors and make recommendations for IDRF's programs to pivot when required in conjunction with local teams.
- Manage IDRF's field staff in Guyana for all project and administrative related tasks.
- Support partner organizations in understanding and complying with donor agreements and IDRF guidelines and requirements.
- Author ongoing reports to funders on project progress, and ensure adherence to donor reporting requirements.
- Develop and implement results-based management and performance measurement frameworks.
- Foster and strengthen overseas and local partnerships, and maintain regular communication with overseas partners.



- Ensure that appropriate project records are maintained to provide a sound basis for project tracking, reporting, and follow up.
- Foster participatory and rights-based approaches in all IDRF initiatives, and ensure transformative gender analysis of all project initiatives.
- Proactively respond to funding opportunities by authoring effective and compelling Letters of Intent (LOIs), project proposals, and budgets, and ensure the timely submission of a top-quality final proposal.
- Provide administrative assistance as required: planning and organizing meetings, authoring program briefs, and supervising volunteers.
- Perform any other duties as assigned.

Requirements

- Educational background in a discipline related to IDRF's core areas of development and humanitarian action. Evidence of relevant ongoing professional development an asset.
- Four to seven years of professional experience working in a similar role with a recognized emergency relief or international development organization, in managing, monitoring, and evaluating humanitarian and/or development projects (required).
- Demonstrated experience in developing thorough budgets, compiling and analyzing narrative and financial reports produced by field partners, and ensuring strict compliance with donor contribution agreements.
- Demonstrated skill and experience working with accountability frameworks such as Logframes, RBM, PMF and similar donor reporting modalities.
- Demonstrated experience in preparing successful funding applications for the Government of Canada strongly preferred. Experience working with other international donors (such as Global Affairs Canada) highly desirable.
- Demonstrated grant management experience.
- High proficiency in MS Office suite (Word, Excel, PowerPoint).
- Exceptional writing, editing, and research skills.
- Excellent organizational skills with the ability to manage multiple tasks and meet urgent deadlines.
- Highly independent, and able to work in a leadership role with minimal supervision.
- Superior interpersonal, cultural sensitivity, and diplomacy skills.
- Valid Canadian passport, and a willingness to undertake international travel for the purpose of visits to overseas partners and projects.
- Willingness to work occasional evenings and weekends.

