

Bilingual Project Manager –

Location:	Ottawa, Ontario
Reports to:	Director, International Programs
Language requirements:	French/English
Employment classification:	Contract

WaterAid is an international non-governmental organization on a mission to transform lives by improving access to safe water, improved hygiene and sanitation in the world's poorest communities. Learn more at www.wateraidcanada.com

JOB DESCRIPTION

Reporting to the International Program Director and working closely with the Head of Program Development, WaterAid Country Program staff, and UK-based staff, the **Bilingual Project Manager** employs a dual role:

- (1) The management and coordination of specific WaterAid Canada's projects;
- (2) Supporting the pursuit and submission of restricted institutional funding opportunities.

KEY RESPONSIBILITIES

International Program - Management and Coordination (50%):

- Lead in the preparation of reports, proposals and budgets within the required formats and ensure internal sign-off as necessary.
- Review submitted work plans, narrative and financial reports; disburse project funds.
- Liaise and coordinate with Country Program staff and other staff within the WaterAid federation.
- Support Country Program staff and partners in managing all aspects of grants and contracts/agreements/MoUs, including advice and guidance on best practices, reporting requirements and timeframes, submission of payment requests, etc.
- Maintain communication with relevant stakeholders, on issues affecting the management of donor contracts and broader relationships.
- Regular travel to countries of programming for planning, monitoring, partner support etc.
- Assist Country Programs to develop results-based project concepts/proposals; help review and assess project proposals for funding consideration.

Program Development (50%)

- Explore, research and identify opportunities for substantial multi-year, multi-million dollar funding from government, institutions, as well as large global organizations.

- Write proposals, concept notes, and briefs as part of the grants submission process.
- Support Head of Program Development and Country Programs to prepare proposals and budgets within the required formats and to ensure internal sign-off as necessary.
- Keep abreast of various Government of Canada (GAC) funding announcements.
- Collaborate with Country Programs and other relevant teams, identify and select suitable projects and strategic areas of opportunity to offer donors.

REQUIRED QUALIFICATIONS:

- Bilingual imperative. You will be required to demonstrate ability to communicate, write, and report in both official languages. Writing samples may be requested.
- University degree in development studies, environmental/public health, social sciences, engineering or related field.
- Minimum three years of work experience with an international development non-governmental organization including demonstrated experience in program and proposal development, and monitoring international development projects.
- Demonstrated success in writing grants, proposals and securing funding.
- Demonstrated success in managing restricted institutional grants and projects.
- Experience with Global Affairs Canada project management and reporting processes including Results-Based Management (RBM).
- Previous experience working in a developing region, preferably in Africa.
- Advanced knowledge of Excel required; strong administrative skills including MS Office (Word, Outlook, PowerPoint), Razor's Edge.

QUALIFICATIONS CONSIDERED AN ASSET:

- Specific technical skills and experience related to WASH programming (e.g. engineering, public health, gender equality).
- Programming experience related to water, sanitation and environmental health.
- Familiarity with gender equality issues, health, environmental issues and community-based and participatory approaches.

REQUIRED PERSONAL QUALITIES AND SKILLS:

- Ability to work collaboratively and flexibly within a small team in Canada while also linking into a larger network of teams and staff in the UK and Country Programs.
- Ability to work effectively and sensitively in a cross-cultural environment.
- Willingness to travel overseas 2-3 times annually, approximately 2 to 3 weeks per trip, sometimes in difficult environments.
- A commitment to WaterAid's values, approach and direction.

APPLICATIONS

Applications will be accepted until Friday, April 13, 2018.
Please forward them to Rachel Savard rsavard@wateraidcanada.com.