

# Director, International Programs and Policy

<b>Location:</b>	Ottawa, Ontario
<b>Reports to:</b>	Chief Executive Officer
<b>Manages:</b>	1-5
<b>Language requirements:</b>	English and French (Fluency required)

## **Who we are:**

WaterAid Canada is a member of WaterAid, a dynamic, fast-growing and well-respected international NGO operating in 35 countries worldwide. Our mission is to transform lives by improving access to clean water, decent toilets and good hygiene for everyone, everywhere by 2030.

## **Who we need:**

An experienced, dynamic and inspiring international development leader with an exceptional talent for building and developing meaningful and influential relationships and partnerships, across all levels and in multi-cultural environments.

An advocate committed to water, sanitation and hygiene as fundamental building blocks to reducing inequality and achieving sustainable development outcomes.

An entrepreneurial individual to identify new business opportunities and lead the development and negotiation of such international programming opportunities.

A leader and mentor capable of inspiring, developing and unleashing the full potential of team members.

An inclusive, innovative and positive leader who will contribute to the development and implementation of WA's strategic objectives.

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## **Duties & Responsibilities**

Reporting to the CEO, and a member of the Senior Leadership Team, the International Program Director's principal responsibilities and duties include: providing strategic leadership on international programming, overseeing the management of WaterAid Canada's (WAC) overseas projects, developing new business and partnership opportunities, as well as supporting policy and advocacy initiatives in Canada.

### **Strategic planning and leadership (15%)**

Working closely with the CEO and the Senior Leadership Team, the International Program Director will:

- Take part in the development of WAC's overall strategic planning activities, annual operating budget, and annual work plans.
- Maintain effective communications and productive working relationships with all institutional donors.
- Maintain effective communications and productive working relationships within the WA federation.

#### **Program development and networking (40%)**

- Identify and/or develop new business opportunities with current and new institutional donors to support the expansion of WAC international programming.
- Represent WAC's work and the international water and sanitation sector through networks, conferences, events, etc.
- Inform WAC of evolving global initiatives, approaches or priorities as it relates to international programming, to ensure WAC is aligned with and integrated in WA globally.

#### **Program oversight, monitoring, evaluation, reporting: (30%)**

- Provide strategic leadership to WAC's overseas programming activities, as well as general operational and management support.
- Manage and steward contract negotiations with counterparts for all new program/project funding.
- Oversee the development of results-based project concepts/proposals, annual work plans, program implementation plans and budgets.
- Oversee the submission of all timely and quality project/program reports to GAC and other major institutional donors.
- Carry out regular monitoring and scoping trips to program countries.

#### **Policy and advocacy: needs more work (15%)**

- Oversee the integration of policy and advocacy as required through the WAC strategy to support our mission.
- Provide support to WAC policy and advocacy initiatives in Canada and at international forums.
- Keep abreast of critical policy and advocacy issues in the international water and sanitation sector.

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#### **Qualifications**

- Undergraduate degree in development studies, environmental/public health, social sciences, or related field. Master's degree preferred.
- Minimum of ten years of proven work experience in the international development sector; must possess an excellent understanding of key issues and approaches relating to the planning, implementation, and evaluation of community-based projects.
- Proven ability to leverage own contacts with Global Affairs Canada and across the INGO sector to raise visibility on the critical importance of water, sanitation and hygiene as well as to represent WAC.
- Have experience stewarding complex relationships and building partnerships with a wide range of private, foundation, multi/bilateral donor and public role players.
- Ability to work with overseas partner organizations, positively influence and to deal sensitively with others in a cross-cultural environment.

- Proven proposal writing and reporting experience with institutional/government donors. Comprehensive understanding of Results-Based Management framework a must.
- Experience in advocacy work/policy development.
- Strong financial management skills.
- Familiarity with the water and sanitation sector in Africa an asset.
- Willingness to travel overseas 2-4 times annually.
- Excellent writing, listening and speaking skills; proven ability to write reports, articles; public speaking experience.
- Computer literate (MS Office Suite including Word, Excel and Powerpoint; e-mail and internet communications).
- A commitment to WaterAid Canada's values, vision, approach and direction.

## **Applications**

Applications will be reviewed on an ongoing until the ideal candidate is found. Please forward them to Nicole Hurtubise, CEO WaterAid Canada at [nhurtubise@wateraidcanada.com](mailto:nhurtubise@wateraidcanada.com).