
TITLE:	Internaional Programs Department Director
STATUS:	Temporary Full time Position - 35 hours/week
PLACE OF WORK:	Montreal
STARTING DATE:	As soon as possible
REFERENCE NUMBER:	SPI-DIR-09-26
TO APPLY:	Send a resume and cover letter to: rh.hr@devp.org
OUR WEBSITE:	www.devp.org

*We encourage members of employment equity groups to apply
Only candidates eligible to work in Canada will be considered for this position*

The organization

DEVELOPMENT AND PEACE – CARITAS CANADA is one of the leading Canadian international development NGOs and the official international solidarity organization of the Canadian Catholic Church. The organization supports local partners located in several countries of the Global South. With a network of members across Canada, DEVELOPMENT AND PEACE – CARITAS CANADA raises the awareness of Canadians about the causes of worldwide poverty and injustice and mobilizes Canadians around actions for change.

DEVELOPMENT AND PEACE – CARITAS CANADA is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outlines the expected behaviour and the responsibility of all staff. We follow safe recruitment practices according to our safeguarding policies.

Any candidate offered a position within DEVELOPMENT AND PEACE – CARITAS CANADA will be expected to sign the Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions. All successful applicants will be required to undergo appropriate background checks.

Position summary

Reporting to the Executive Director, the Director is responsible for managing the programs and staff of the International Programs Department. He or she is responsible for developing a vision and strategies so that the development programs are deployed according to the needs of the continents and the urgency, in accordance with the Organization's priorities.

In the performance of his or her duties the International Programs Department Director contributes to the development of the Department's annual budget and oversees expenditures in accordance with the internal control policies and measures in effect at the time. The Director also ensures respect for and compliance with the rules and regulations that apply to the Department's programs and activities.

As a member of the Management Team, this person assumes responsibility for the effectiveness of the management, performance and leadership of the department and the Organization.

Only short-listed candidates will be contacted for interview.

Key responsibilities**Management of the International Programs Department**

- To develop a vision and strategies that enable the development programs to be deployed according to the needs of the continents and the urgency, and in accordance with the priorities of the Organization (while always aiming for continuous improvement based on learning and sharing of knowledge);
- To draw up and implement the annual work plan and report on the results;
- To contribute directly to the planning and management of resources, programs, budgets and strategic policy development, as well as the preparation of internal and external reports;
- To manage and approve the implementation of development programs in each continent, as well as any emergency relief action, in accordance with the Organization's strategies and policies, performance and expected results and the annual budget available;
- To participate actively in the research and development of new development programs, including their funding;
- To ensure that IPD programs, institutional and complementary strategies and priorities are consistent with D&P's work in advocacy, education, communication and fundraising;
- To ensure the general management of the department and to follow the progress of the department's programming and activities. To ensure the department's contribution to setting the priorities of integrated programming. To contribute to the integration, harmonization and coordination of departmental activities with those of the other departments and the Organization as a whole;
- To focus the efforts of the teams in the same direction in order to achieve the objectives set for the department and the vision of the Organization (mobilizing role).

Management of human resources and work teams

- To define and meet human resource requirements and manage departmental staff, maintain a good working climate within the team, conduct annual staff assessments and identify training needs;
- To provide constructive support to staff in the development of dynamic and viable programs, taking into account new regional and international challenges;
- To ensure the development and management of the staff's technical knowledge and skills through coaching, training and other opportunities for personalized development;
- To foster a work environment that is conducive to teamwork and see to balancing the needs of individuals, teams and the Organization (facilitator role);
- To represent the Employer on various internal and external management committees;
- To participate in the work of the program review committee and other bodies promoting integration.

Outreach of the department and the causes it supports (internal)

Only short-listed candidates will be contacted for interview.

- To ensure the sharing and dissemination of information on the department's programs and activities, both inside and outside the department;
- To ensure the sharing and dissemination of information on new knowledge, practices and ideas or lines of thinking that arise in the international development field;
- As a member of the Management Team, to participate in the management of the Organization, attend meetings, and respond to requests from the Management Team regarding the department's contribution to the Organization's activities. To collaborate in drawing up the Organization's operating plan and budget. To contribute to defining the Organization's orientations, strategies and management;
- To ensure the department's representation at the National Council, the Executive Committee and the Regional Assemblies, represent the Organization at national and international meetings and participate in certain commissions and working committees at the request of General Management.

Outreach of the department and the causes it supports (external representation)

- To ensure representation of the department at various forums (partners or government agencies, including CIDA) by talking about the orientations, issues and activities within the overall context of the Organization and sharing the suggestions and concerns of the department's staff;
- To see to establishing and maintaining meaningful relationships with social change groups, Church organizations, CIDSE, Canadian churches and international cooperation organizations in Canada that can work with Development and Peace in accordance with the special features of the department's mandate;
- To make occasional presentations to the public and at various meetings with members of the Organization;
- To contribute to the preparation of annual reports for donors and Development and Peace authorities;

Financial and administrative management

- To contribute to the development of the department's annual budget and to regularly follow up on the department's activities in relation to the approved budget and to see to any necessary adjustments that may be required in the course of the year;
- To participate in external financial audits and institutional evaluation exercises;
- To ensure compliance with the laws and regulations affecting all areas of the department's work, including contractual agreements with partners, requests to transfer funds and follow up on the flow of funds to partners' projects;
- To provide or to ensure that all necessary information and documents needed in the context of the budgeting process, the application of internal control measures, or on the department's adherence to relevant laws and regulations, be made available to Administrative Services;

Other functions

- In the absence and at the request of the Executive Director, to ensure the leadership of the Organization;
- Perform, at the request of the Executive Director, any other management duties that may arise.

Requirements

Academic background

- Bachelor's degree in social sciences, international studies, management or the equivalent
- Master's (asset)

Languages

- Proficiency in French and English spoken and written
- Proficiency of the language, spoken and written, in the regions served (Spanish and Portuguese)

Software and computer programs

- Proficiency in Microsoft Office (Outlook, Word, Excel)
- Ability to work with complex database systems

Experience

- Ten years of international development experience including five years in a management position
- Significant experience in personnel management
- Experience in budget management and financial tracking
- Experience in program development, management and funding
- Work experience in international development, both in Canada and abroad

Specific knowledge

- Excellent knowledge of the major international cooperation networks (both national and international)
- Excellent knowledge of the policies and mechanisms of international cooperation and Canadian foreign policy
- Excellent knowledge of the laws and regulations affecting charities
- Excellent knowledge of results-based management (RBM)
- Knowledge of advocacy issues (asset)

Desired Qualities

- Leadership and teamwork skills
- Internal communication: Excellent listening and communication skills
- External communication: Excellent communication with the public and members
- Ability to represent Development and Peace well externally (conferences, missions, etc.)

Availability

- Available to travel in Canada and abroad
- Available to work occasional evenings and weekends