

Position Title: Program Manager – PREMIUM (Philippines)
Position Location: Ottawa, Ontario
Status: Fixed-Term Contract – End Date March 31, 2019
Travel Requirement: Philippines and surrounding area

The Canadian Co-operative Association's (CCA) has been working side-by-side with its global partners to create sustainable co-operatives for over 40 years. Our culture is defined by the extraordinary talent that work and volunteer with our organization. We are committed to employment equity, diversity in the workplace and a collective desire for continuous learning and growth.

CCA is seeking an experienced and energetic Program Manager with practical international experience. Based in CCA's Ottawa headquarters, the successful candidate will work with designated country teams to develop program strategies in line with CCAs strategic framework, ensuring consistency in the application of CCAs policies and procedures.

The Program Manager will be responsible for projects in the Philippines providing program support to various field activities, offices and programs. The Program Manager will be responsible for the roll out and implementation of a project that seeks to support women micro-entrepreneurs recover from Typhoon Hainan through capacity building, access to financial services and offering of micro-insurance products.

KEY REQUIREMENTS

- Knowledge of results-based project management (RBM).
- Understanding of co-operative forms of enterprise.
- Strong project management skills coupled with the ability to multi-task and effectively respond to changing priorities.
- Demonstrated experience with budget control and monitoring, financial analysis, preparing financial reports and managing project procurement and expenses in accordance with contractual obligations.
- Experience resolving contractual and/or budget issues, including providing updates, requests for approval and supporting the documentation of such requirements.
- Demonstrated ability to manage a variable workload in order to meet organizational and project demands.
- Exceptional interpersonal skills, including the ability to establish and maintain effective working relationships with stakeholders in Government, the non-profit sector, and the private sector.
- Excellent oral and written communication skills in English.

WORK EXPERIENCE

- Minimum of five (5) years' direct experience managing the requirements of Government of Canada Agreements.
- Minimum of seven (7) years' experience managing international development projects/programs.

EDUCATION REQUIREMENTS

- Graduate university degree in a relevant field and/or accreditation and/or equivalent experience.

CONSIDERED AN ASSET

- Experience in Southeast Asia, specifically the Philippines.
- Fluency in Tagalog is an asset.
- Experience with women's entrepreneurship and/or micro-finance and/or micro-insurance.
- Experience with disaster risk reduction programs and in rebuilding following a natural disaster.

APPLICATION PROCESS & DEADLINE

1. Applications must be received **no later than 4:00 pm Friday, April 7, 2017.**
2. Late submissions **will not** be accepted.
3. Applicants must include cover letter and resume. Cover letter **must include salary expectation.**
4. Please reference the job title in the email subject line and **submit your resume and cover letter in confidence** to cca.apply@coopscanada.coop