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**United Nations Association in Canada**  
**Association canadienne pour les Nations Unies**

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**Title:** Project Officer

**Project:** International Development & Diplomacy Internship Programme

**Location:** Ottawa, Canada

**Length of Assignment:** One year

**Start Date:** December 18<sup>th</sup>, 2017

**Application Deadline:** December 3<sup>rd</sup>, 11:59pm EST

**Frequency:** Three days a week

### **Terms of Reference (ToR) for Project Officer**

The **Project Officer** is responsible for successfully implementing UNA-Canada's prestigious International Development & Diplomacy Internship Programme (IDDIP), which seek to provide young Canadian professionals with a work- integrated learning experience to enhance their employment and international experience through internships and experiential learning activities.

UNA-Canada's prestigious IDDIP provides talented young Canadians with invaluable, demanding, deeply meaningful work experience, as well as a proven bridge to employment. The IDDIP recruits, prepares, and supports qualified Canadians, and negotiates highly matched Terms of Reference with UN Agencies. UNA-Canada has sent hundreds of JPCs to UN Agencies worldwide.

UNA-Canada is looking for an experienced Project Officer, with strong writing skills, excellent communication and organizational skills, successful experience in multi-sectoral and multi-stakeholder collaborations, and solid knowledge of the civil society and academic communities in Canada.

#### **General Responsibilities**

Reporting to the Director of Work-Integrated Learning, the Project Officer will develop, implement, and maintain the International Development & Diplomacy Internship Programme (IDDIP). The Project Officer provides critical managerial and logistical support. This includes, but is not limited to, supporting: liaising with existing partners, reaching out to new UN Agencies, and facilitating two large deployments of IDDIP's Junior Professional Consultants each year.

More broadly speaking, he/she provides a key support role by engaging with new UN entities for new positions, grow the organizations' network in terms of impact and source of funding modalities, in addition to assisting with formal government and private sector proposal writing.



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**Specific Responsibilities:**

The Project Officer will have the following support responsibilities:

- Assist in the preparation of 30 candidates per year for their overseas placement including: Logistical support (particularly Visas), briefing-session materials, contracts, vaccines and flights;
- Coordinate with UN Agency partners to create and maintain innovative internship placements and identify internship needs in the UN Agency;
- Work closely with the Director or Work-Integrated Learning to ensure effective and efficient implementation of IDDIP
- Market and Promote IDDIP widely across Canada through multiple avenues including, university, job boards, community organizations and list serves through traditional and social media;
- Assist in the development of cross-cultural briefing and de-briefing materials for the participants;
- Record, track and report on key indicators and data; Research and develop bi-weekly job postings for IDDIP candidates;
- Research and steward donors and potential donors to the Programme;

**Overall:**

- Contribute to overall Programme and UNA-Canada growth; and
- Carry out any other duties related to UNA-Canada as requested.

**Mandatory Skills:**

- Exceptional skills in administrative, organizational and operational project work;
- Exceptional attention to detail and ability to prioritize competing tasks to meet tight deadlines;
- Ability to work as a member of a team;
- Good understanding of capacity building in higher education and research;
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, and Outlook);
- Strong aptitude to work within deadlines (both independently and as part of a team);
- A sound understanding of theories of sustainable development and climate change mitigation and adaptation strategies;
- Fluency in English is required – fluency in French is a strong asset



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**Qualifications and Experience:**

- University degree in International Relations, International Development, Public Administration, Education, Political Science, Business, Communications, Environmental Science or related field;
- Experience with Project Management -- certification or courses taken will be an asset;
- Communication strategies and best practice principles and proven experience in applying them and achieving results in a complex environment;
- Exceptional writing and editing experience in a fast-paced professional services and/or business development environment;
- A results oriented approach with the ability to take responsibility

**Equal Opportunity Employer**

UNA-Canada is committed to building a network of employees that reflects and harnesses Canada's diversity. We do not discriminate on the basis of gender, race, ethnicity, religion, sexual orientation, political affiliation, etc. Our recruitment selections and requirements are decided on the basis of merit. At UNA-Canada we seek to foster a workplace that encourages acceptance, empathy, and diversity.

**Application Details**

Interested candidates should submit a résumé and one page cover letter to the attention of Bonita Mathew via email at [Bonita.Mathew@unac.org](mailto:Bonita.Mathew@unac.org) no later than Friday, December 1<sup>st</sup>, 2017. We ask that no calls are made regarding the position. Please title the subject line: IDDIP PO – Last Name, First Name

Due to the high volume of applications received only shortlisted candidates selected for an interview will be contacted. As a friendly reminder, please ensure that all submission instructions are followed correctly.

Thank you