



United Nations Association in Canada
Association canadienne pour les Nations Unies

Title: Project Officer

Project: International Development & Diplomacy Internship Programme

Location: Ottawa, Canada

Length of Assignment: One year

Start Date: TBD

Application Deadline: November 20, 2018, at 11:59 pm EST

Frequency: 3 days a week

Terms of Reference (ToR) for Project Officer Position

The Project Officer is responsible for successfully implementing UNA-Canada's prestigious International Development & Diplomacy Internship Programme (IDDIP). This programme provides young Canadian professionals with a work-integrated learning opportunity 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 and meaningful work experience as well as a proven bridge to employment. The programme enlists, prepares and supports qualified Canadians and negotiates relevant Terms of Reference with our UN Agency partners. UNA-Canada has sent hundreds of Junior Professional Consultants (JPCs) to UN Agencies worldwide.

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

General Responsibilities

Reporting to the Programme Manager of IDDIP and to the Director of Work-Integrated Learning, the Project Officer will develop, implement, and maintain the IDDIP. The Project Officer provides critical administrative, managerial and logistical support. This includes, but is not limited to, supporting and liaising with existing partners, building and developing new partnerships with UN Agencies and Canadian universities, and facilitating all IDDIP JPC deployments.

Broadly speaking, the Project Officer provides a key support role by engaging with UN Agencies and Canadian universities, expanding UNA-Canada's network, finding new funding and impact funding modalities and 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 selection process of JPCs to be deployed abroad;
- Assist in the preparation of all selected JPCs for their overseas placement including: logistical support, briefing-session materials, agreements, vaccines and flights;
- Coordinate with UNA-Canada's UN Agency partners to create and maintain innovative internship placements and identify internship needs within UN Agencies;
- Develop and maintain partnerships with Canadian universities and identify internship opportunities within UN Agencies for students;
- Work closely with the Programme Manager and Director of Work-Integrated Learning to ensure effective and efficient implementation of IDDIP
- Market and promote IDDIP widely across Canada through multiple avenues including, universities, job boards, community organizations through traditional and social media;
- Assist in the development of cross-cultural briefings and debriefings for the JPCs;
- Record, track and report on key indicators and data;
- Research and steward donors and potential donors for IDDIP.

Overall:

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

Mandatory Skills:

- Exceptional administrative, organizational and project management skills;
- 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 Office Suite (Excel, Word, and Outlook);
- Strong aptitude to work within deadlines (both independently and as part of a team);
- A sound understanding of sustainable development and international relations theories;
- Fluency in English (fluency in French is also a strong asset).

Qualifications and Experience:

- University degree in International Relations, International Development, Public Administration, Education, Political Science, Business, Communications, Environmental Science or related field;

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- Experience with Project Management (project management certifications or courses are an asset);
- Proven experience in applying communication strategies and best practice principles in a complex environment;
- Exceptional writing and editing experience in a fast-paced professional or business environment;
- Proven experience in business development and customer service is an asset;
- A result 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 CV and one page cover letter to Adil Skalli by email at adil.skalli@unac.org no later than **November 20, 2018**. We ask that you do not call regarding the position. Please write "IDDIP PO—Last Name, First Name" in the subject line of your email application.

Due to the high volume of applications that we receive only candidates selected for an interview will be contacted. As a friendly reminder, please ensure you follow all submission instructions.

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