Program Manager, Asia

Status: Full-time permanent
Department: Program Management & Compliance Team
Reports to: Senior Program Manager
Compensation band: 3A

Overall responsibility: The Program Manager will manage an assigned portfolio of grants, mainly in Asia (with a focus on Pakistan) to ensure effective management and quality implementation.

The position will be based in either the Toronto or Ottawa office of Plan Canada and requires frequent travel (up to 50% of the time) to Plan field offices mainly to project areas of Pakistan.

Specific responsibilities:

- Monitor assigned projects to ensure adherence to donor agreements, project management and financial systems; visit project sites as required.
- Review and support the preparation of progress reports to donors in accordance with Plan and donor compliance requirements.
- Support Plan field office staff to formulate, review and revise annual project work plans, roll out M&E tools and systems including periodic evaluations.
- Maintain regular communications with Plan field offices and donors to ensure quality implementation of projects.
- Work collaboratively with Compliance Managers to review and oversee project budgets, forecasts and financial reports for donors.
- Network with key stakeholders, including relevant ministries and other NGOs as appropriate.
- Contribute to the development and maintenance of systems and tools to improve efficiencies of the project and ensure best practices in program management.
- Participate in the development of funding proposals as required.
- Provide support to other projects as needed.
Skills, experience, qualifications:

- Ability to fully function in English (both oral and written) and a second language such as Urdu an asset.
- Exceptional skills in building productive working relationships with team colleagues, field offices, donors and other partners.
- Able to establish priorities in a time-sensitive environment, and meet deadlines with strong attention to detail.
- Familiarity with Results Based Management (RBM) and rights based programming.
- Familiarity with livelihoods, gender-sensitive programming and/or women’s cooperatives is desirable.
- Ability to work in a team environment and independently.
- Ability to review, analyze and synthesize information to produce high quality project documents (including donor reports).
- Ability to prepare funding proposals as per donor requirements.
- Strong interpersonal skills to work effectively in a collegial manner in a team based context.
- Excellent presentation and workshop facilitation skills.
- Self-driven and proactive in problem solving.
- A minimum of 5 years’ experience in international development and program management.
- Proven track record in program management including participatory planning, proposal, report writing and financial management.
- Exceptional oral and written communication skills in English; Urdu considered an asset.
- Previous experience working in Pakistan or the region.
- Ability to travel internationally up to 50% of the time mainly to project areas in Pakistan (a valid passport will be required).
- Solid understanding of compliance requirements of donor government agencies such as DFATD; multilateral agencies (UNICEF, World Bank, etc.) and charitable organizations / Foundations.
- Experience working in a multi-stakeholder environment would be an asset.
- Master’s degree in relevant area and/or equivalent work experience. (An undergraduate degree in combination with qualifying experience may be accepted in lieu of an advanced degree).
- Proven computer skills using Microsoft Office (Word, Excel and Power Point), MS Project and internet use.

About Plan Canada:

Imagine working for a leading international non-governmental organization (NGO) that’s dedicated to creating a better world. That’s Plan International, a global movement for change, mobilizing millions of people around the world to support social justice for children in developing countries.

Founded in 1937, Plan is one of the world’s oldest and largest international development agencies, working in partnership with millions of people around the world to end global poverty. Not for profit, independent and inclusive of all faiths and cultures, Plan has only one agenda: to improve the lives of children. Because I am a Girl is Plan’s
global initiative to end gender inequality, promote girls’ rights and lift millions of girls – and everyone around them – out of poverty.

Plan Canada is part of a global network of offices in over 70 countries. Our busy Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach, as well as overseeing a wide variety of field programs led by our International Program Department, which includes experts in health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance.

We at Plan Canada are a dedicated, passionate and diverse team of over 200 employees who are committed to making a difference in the lives of children.

Join us and Plan to change the world.

Visit our website at plancanada.ca

How to apply:

To apply for this role please forward your CV, covering letter, outlining your skills and experience and salary expectations to gethired@plancanada.ca by August 3, 2015.

Please reference Program Manager, Asia in the subject line.

Plan sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. No phone calls please.

Applicants must be legally eligible to work in Canada.

Consistent with our Child Protection Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Plan Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.