

## **Project Manager, Global Program**

**Job Title:** Project Manager, Global Program

**Type of contract:** Determinable contract for up to 5 years.

**Location:** Remote (home-based) with periodic travel to CAM offices in Montréal and /or Ottawa. Frequent international travel to Malawi, South Sudan, and other locations in Africa as needed.

**Salary Range:** \$74,000 - \$84,000 commensurate with experience.

### **About CAM**

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. Our work is focused on ensuring more equitable access to high quality sexual, reproductive, and newborn midwifery services in Canada and globally. To achieve this, we work in partnership with the National Council of Indigenous Midwives (NCIM), midwifery associations, midwives, and relevant stakeholders.

Since 2008, CAM, through its Global Programs, has been working through partnerships with other national midwifery associations in Africa, Venezuela and Haiti to deliver reciprocal capacity building and improve reproductive health outcomes.

CAM is deeply committed to ensuring our organization reflects the diversity of our members and of the clients they serve – this includes diversity regarding gender identity or expression, sexual orientation, religion, ethnicity, national origin, disability, and all other protected grounds under the Canadian Human Rights Act. CAM encourages submissions from applicants from diverse communities.

### **Summary of the TRUST Project**

TRUST: Women's Voices, Midwifery Leadership for Resilient Health, is a 5-year, \$8.5 million project funded by Global Affairs Canada (GAC) and led by the Canadian Association of Midwives (CAM). The project centers women's health and rights organizations to strengthen health systems in Malawi and South Sudan while advancing sexual and reproductive health and rights (SRHR). Implementing partners include Farm Radio International (Canada), CARE Canada, CARE South Sudan, the South Sudan Nurses and Midwives Association, the Association of Gynecologists and Obstetricians of South Sudan, the Association of Malawian Midwives, and Farm Radio Trust (Malawi).

TRUST endeavors to improve the agency of women and girls, including marginalized populations, to exercise their SRHR, primarily in Malawi and South Sudan by means of:

- Increased readiness of health workers (specifically midwives) to provide evidence-based, rights-based, gender-responsive sexual and reproductive health services.
- Increased readiness of communities to support women, girls, and marginalized groups' access to sexual and reproductive health services and information.
- Strengthened community-level social accountability structures for gender-responsive, inclusive and resilient health services.
- Increased autonomy and decision-making capacity of Women's Health Rights Organizations (specifically midwifery associations) to promote and advance SRHR for women, girls, and marginalized groups.
- Strengthened cooperation between local, multi-local and transnational networks to increase resiliency of SRHR, including Indigenous rights and climate justice.

### **Job Summary**

The Project Manager, Global Program will be responsible for managing the implementation of the TRUST project in Malawi and South Sudan. The selected candidate will be responsible for the successful delivery of project outcomes, overall budget management, and stakeholder management and communication. A significant proportion of the day-to-day work will include leading, guiding and supporting the project partners that will participate in the implementation of the TRUST project. The Project Manager will take a leading role in the development of critical project documents (Project Implementation Plan, annual work plans, annual budget, mid-year and annual reports expected by donor); coordinate and support project activities; conduct monitoring and evaluation visits; coordinate management meetings with partners, as well as steering committee meetings; and build and nurture relationships with key stakeholders and oversee consultant and/or volunteer activities.

### **Primary Duties and Responsibilities**

#### *Project Implementation Management (70%)*

- Support the development of high-level project documents (project implementation plan, multi and annual-year work plan and budget, etc.) in conjunction with CAM's Global team and project partners in Canada, Malawi and South Sudan.
- Develop and oversee critical project management tools (work breakdown structure, Gantt charts, partner communication plan, etc.).
- Develop and oversee detailed work plans which identify and sequence the activities needed to successfully complete the project.
- Develop schedules for project completion that effectively allocate the resources to the activities.
- Support the execution of the project according to the project work plan.
- Set up files to ensure that all project information is appropriately documented and secured.
- Monitor and track the progress of the project activities in CAM's workplan and adjust as necessary to ensure their successful completion.

- Monitor and track progress of project partners' workplans through regular project management meetings.
- Establish communication schedules to update partners, appropriate staff and stakeholders on the progress of the activities.
- Ensure close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in project and partnership agreements.
- Oversee the recruitment process of project consultants and/or volunteers with appropriate skills for the project activities according to established procedures.
- Manage consultant contracts and volunteer mandates according to CAM's established policies and practices (including quality control of deliverables).
- Ensure that all project personnel receive an appropriate orientation to the organization and the project.
- Work closely with CAM management and finance staff to monitor all project activities, expenditures, and progress towards achieving the project results.
- Write project donor reports as required.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Support the monitoring and evaluation of project indicators in conjunction with CAM's MEAL Lead.
- Provide strategic insight to CAM's Global managers, Midwifery Technical Expert, and MEAL Lead towards continual learning and improvement.

*Partnerships and stakeholders' management (30%)*

- Manage the collaboration of partners in the implementation of the project through regular communication and meetings.
- Ensure that added value of each partner's expertise and complementarity of roles in project are contributing to the achievement of the project expected results.
- Represent CAM and showcase the project progress and results at meetings and events in Malawi, South Sudan and Canada.
- Engage in activities with stakeholders relevant to the project activities, including the participation to meetings, trainings, workshops, and events.
- Provide technical support/expertise to midwifery associations towards organizational strengthening and successful project coordination.

Other duties as assigned.

### **Qualifications, Skills and Knowledge Requirements**

- Graduate degree in International Development or Relations, Global Health, Administration, Management, or another relevant field related to the substantive area of work.
- Minimum of 5 years' experience in the international development sector focusing on project administration with significant time spent in low-resource settings.

- Demonstrated experience managing multi-million-dollar projects, including budget, partner, and volunteer management.
- In-depth understanding of results-based management and proven experience in the development and application of performance measurement frameworks.
- Strong analytical understanding of and experience in health and/or gender equality and women's rights in international development.
- Demonstrated reporting experience to large multinational donors
- Excellent interpersonal, organizational and administrative skills.
- Solid experience in facilitating participatory processes with collaborators.
- Strong computer skills, including intermediate or advanced proficiency in Excel.
- Demonstrated capacity to work effectively in a wide range of cultural and political settings.
- Fluency in English (spoken and written).

### Additional Assets

- Fluency in French.
- Prior work experience with maternal, newborn and child health programming.
- Prior work experience within Global Affairs Canada (GAC) funded projects.
- Professional Project Management Certifications (PMP certification ; Project DPro certification ; etc.).

### Working Conditions & Location

- **Term:** Determinable contract up to 5 years
- **Salary range:** \$74,000 - \$84,000 commensurate with experience based on a 5-day work week (35 hours per week)
- **Location:** Remote.  
Periodic Travel to CAM's offices in Montreal and/or Ottawa is required.  
Periodic international travel to the countries where the project will be implemented, i.e. Malawi and South Sudan are required. Monitoring visits will occur once or twice a year and each visit can last up to 4 weeks at a time.  
A valid passport is required.
- Extended employee health program, group RRSP employer contribution plan, Employee Assistance Program Services.
- Generous leave entitlements including paid time for December holiday closure.

### Applications

We welcome all prospective applicants to submit their applications.

As a reminder, candidates are not required to possess all the qualifications listed above to apply.

All offers of employment are conditional upon signing CAM's Employment & Human Resources Policies including but not limited to CAM's anti-harassment & anti-discrimination, anti-fraud, and protection from sexual exploitation and abuse policies.

Please follow these instructions:

- Send your **CV and a cover letter in one PDF document** and ensure that your first and last names and the text "Project Manager, Global Programs" are included in the file name. Applications without cover letters won't be considered.
- Send your PDF by email with the subject "Project Manager, Global Programs to [admin@canadianmidwives.org](mailto:admin@canadianmidwives.org)

**Deadline for applications is 5 p.m. EST on January 31<sup>st</sup>, 2025.**

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

Resumes received will be held confidential, shared with the selection committee only, and be used only for the purposes of selection for this position.