

## Director, Global Program

**Title:** Director, Global Program

**Reports to:** Executive Director

**Location:** Montréal, Québec

### Background

The Canadian Association of Midwives (CAM) believes that midwives play a unique and fundamental role in the provision of quality reproductive, maternal, and newborn health care both in Canada and internationally. We are investing in a world where every girl, woman and newborn will have access to that care – care that can save lives.

At CAM, we are a small team of dedicated individuals committed to growing the profession of midwifery in Canada and around the world. We believe that our daily work and overall mission can best be accomplished by collaborating, contributing innovative and new ideas, and maintaining an open, honest and respectful work environment. Our team members have diverse backgrounds and skill sets and contribute to maintaining a positive and inclusive workplace.

We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills, experiences and abilities.

### Job Summary

The Director of Global Programs is responsible for the operational success and performance measurement of CAM's international work and for executing organizational strategies to achieve the goals and objectives of CAM's Global Program. The Director will liaise with appropriate staff, members, funders, stakeholders and partners in the strategic implementation and evaluation of CAM's Global Program. In addition, the Director of Global Programs will play an important role in developing new partnerships and programming for the long-term sustainability of CAM Global work.

In addition to advising on policy and recommending solutions to address emerging trends and issues, the Director will oversee and monitor all aspects of CAM's global work including seamless program planning and delivery, partnership building, team management, budgets, and program monitoring and evaluation.

### Primary Duties and Responsibilities

#### *Program Oversight*

- Provide direction and liaise in the development of new initiatives as needed to support the strategic goals of the organization and to achieve the successful outcome of the program.
- Communicate with partners and other stakeholders to gain support for the program and to solicit input to improve the program.
- Establish and maintain professional networks and relationships with relevant NGOs, civil society and government stakeholders.

- Liaise with partners, stakeholders and donors to ensure the effective and efficient ongoing delivery of the Global Program, as needed and in collaboration with program staff.

#### *Program Planning*

- Plan the delivery of the overall program and its activities in accordance with the mission and the strategic goals of the organization.
- Oversee the development of a program evaluation framework to assess the strengths of the program and to identify areas for improvement.

#### *Program Management*

- Ensure that program activities operate within the policies and procedures of the organization.
- Ensure that program activities comply with all relevant legislation and professional standards.
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
- Oversee the operationalization of new projects in country, (i.e. international staffing, coordination of office space, safety and security and other related issues).
- Develop forms and records to plan and document program activities.
- Oversee the collection and maintenance of records on the key stakeholders and beneficiaries of the program for statistical purposes according to the confidentiality and privacy policy of the organization.
- Contribute to communications strategies for engaging internal and external audiences.

#### *Program Staff & Volunteer Management*

- In consultation with the Executive Director, recruit, interview and select well-qualified program staff.
- Implement the human resources policies, procedures and practices of the organization.
- Establish and implement a performance management process for all program staff.
- Collaboratively develop volunteer recruitment and selection processes and terms and conditions.
- Ensure all staff members and volunteers receive orientation and appropriate training in accordance with organizational standards.
- Supervise program staff by providing direction, input and feedback.

#### *Program Monitoring and Measurement*

- Provide oversight to the development and submission of timely reports to funders.
- Communicate with funders as outlined in funding agreements.
- Oversee management of all project funds according to established accounting policies and procedures.
- Ensure that the program operates within the approved budget.
- Provide direction, input and feedback around program growth and adaptation.
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework.

- Oversee the development of M&E tools and processes to support program learning and advocacy, and adherence to funder requirements.
- Participate in regular meetings of CAM's Global Program Advisory Committee, report program evaluation findings and recommend changes to enhance the program.
- Provide oversight and input on other aspects of the Global Program as required.

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

- University degree (minimally a Bachelor, ideally a Masters) in international development, public administration, business or other related discipline.
- Minimum 7 to 10 years' experience working in international development with ideally 3 of those years working overseas.
- Advanced knowledge of results-based management tools and approaches, and experience with integration of program learning, and ability to feed into logic models as they are being developed.
- Expert knowledge of program management and program management development strategies.
- Experience meeting and consulting with local and international stakeholders, developing strategies and providing analysis on complex issues.
- Highly advanced conflict resolution skills with the ability to negotiate with individuals across the organization and in multi-cultural environments.
- Experience managing and/or coordinating a project team.
- Computer literacy, including effective working skills of MS Word, Excel and e-mail required.
- High degree of resourcefulness, flexibility, and adaptability.
- Advanced writing skills with the ability to contribute to proposals, and develop reports, policies and manuals.
- Excellent verbal and interpersonal communication skills.
- Ability to operate independently and utilize strong decision-making skills.
- Highly organized, attention to detail and excellent follow-through required.
- Ability to work under tight deadlines while producing high quality work.
- Willingness to travel up to 20% of the time in hardship locations.
- Bilingual English and French a strong asset.

### **Additional Assets**

- Demonstrated experience working in reproductive, maternal, newborn and child health initiatives.
- Knowledge of client groups and/or issues related to the program area, including gender equality, gender-based violence, reproductive rights.
- Strong links with international, regional and national networks on gender equality and women's rights.

### **Working Conditions & Location**

- Work done from CAM's head office in Montréal, Québec.
- Must be available to travel internationally as required.
- Full-time Position.

## **Applications**

*Please follow these instructions:*

- To apply, you must be eligible to work in Canada.
- Send your CV and a cover letter in one PDF document and ensure that your first and last names and “Director-Global” are included in the file name.
- Send your PDF by email **ONLY** with the subject “Director, Global Program Application” to [admin@canadianmidwives.org](mailto:admin@canadianmidwives.org)
- Deadline for applications is 5 pm Eastern Time on April 2nd, 2019.

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