



Full Time – Toronto or Ottawa

Manager, Program Development & Quality

Canadian Feed The Children (CFTC) – proudly and independently Canadian since 1986 – works to unlock children’s potential through community-led action in Canada and around the world. CFTC delivers development programs through local partners that have positive, meaningful, and sustained impact on children’s lives and on the self-sufficiency of their families and communities. Currently operating in five countries (Bolivia, Ethiopia, Ghana, Uganda, and in Indigenous communities in Canada), this award-winning, Imagine Canada Standards-accredited agency is at the leading edge of practice in the international development sector.

If you share our passion for bettering children’s lives, and thrive in a collaborative, values-based culture where creativity and innovation are rewarded, please consider applying for this role.

Overview

The Manager, Program Development and Quality (PDQ) is responsible for driving excellence in program/project design, planning, implementation, monitoring, evaluation and learning in all of CFTC’s program countries. Reporting directly to the Vice President of Programs, the Manager, PDQ will support and work in a relationship of “co-accountability” with Country Office (CO) staff.

The Manager, PDQ position requires both coordination and technical leadership for effective oversight of the program quality and MEL process for all CFTC programs. The Manager will develop and maintain collaborative relationships with global leaders in the sectors in which CFTC works as well as provide advice and support for business and program development processes. The Manager will lead the organization in its efforts to provide robust evidence of results through a high quality Monitoring, Evaluation and Learning (MEL) process.

The Manager will support business and program development initiatives for deepening impact in existing programs, as well as the development of new programs in line with organizational priorities. Providing clear, coherent and meaningful guidance and support to project/country program staff on operational plans and organizational priorities, in line with the Programs Strategy, will be a core expectation of this role.

The Manager - PDQ must have a passion for community-led development and willingness to help shape the Program Team’s direction using CFTC’s Theory of Change. The successful candidate will be able to effectively support quality programming while also building the capacity of in-country CFTC staff and local partners.

Accountabilities

#1) Program Quality and Results (35%):

The Manager is responsible for supporting country teams to develop and implement high quality programs that deliver positive results.

- Collaborate with internal and external technical advisors & experts to ensure the quality and relevance of programming that represents best practice and delivers impact.
- Support, influence and hold Country Teams and Partners co-accountable to deliver community driven programs with measurable positive impacts and outcomes.
- Work with Country Teams to identify and address capacity needs in COs and Partners to improve program quality. Support the development and implementation of support and engagement plans for each country and partner.
- Support Country Teams to develop appropriate and sustainable budgets that align with the Log-Frames and country and partner plans.

#2) Program Design, Monitoring, Evaluation and Learning (MEL) Systems (25%):

The Manager is responsible for supporting country teams and MEL processes to ensure the effective design, monitoring, evaluation and learning processes are in place, understood, being used and are appropriate for the needs of CFTC and its donors.

- Supervise and coordinate the work of the MEL consultant.
- Oversight of the development, testing and roll-out of the THRIVE Online™ and the THRIVE Index™ platforms.
- Ensure that MEL processes are in place at the program level and that they align with the expectations of donors and other partners.
- Ensure learning and knowledge leadership processes are coordinated across the organization and disseminated externally and fed back into project design

#3) Support of Business and Program Development, Collaboration and Donor Engagement (20%):

The Manager will support CO Staff in collaboration with the Business Development Team to develop new program funding opportunities

- Together with BD and COs support the identification of opportunities for new projects and funding in consultation with appropriate CFTC teams.
- Support the process of concept and proposal development as required by the BD team
- Act as a program development liaison between Development Team and Country Offices/Partners.
- Ensure organizational and ToC alignment for donor proposals, reports and other materials prepared by CFTC's Development teams.
- Ensure alignment between program quality and sponsorship programming

#4) Professional and Sector Specific Development in a sector related to the CFTC Theory of Change (10%):

CFTC values the professional growth of all our staff and seeks to link this growth to organizational thought leadership

- Develop professional expertise and networks in a selected sector.
- Active involvement in one professionally and organizationally aligned working group or task force with the dual purpose of professional development and building organizational thought leadership and strategic relations.

#5) Program Team Administration and Collaboration (10%):

The Manager PDQ will be a key member of the CFTC Global Programs Team.

- This will require support of and collaboration with team members in Canada and globally.
- Attending team and organizational meetings and supporting other teams in the HO with focus on linking communications, development and finance to our programs work.
- Also in this area is oversight from a program quality point of our compliance mechanisms such as partnership agreements.

Perform all other related duties as assigned

Key Qualifications & Competencies

Education and Experience

- Master's level degree in a relevant discipline or commensurate combination of experience and education;
- Five years' experience leading or managing diverse teams or programs
- Experience, education and leadership in the some of the focus areas of the CFTC Theory of Change.
- Demonstrated experience in project design, management and monitoring is required;
- Experience with multilateral and bilateral donors, particularly Global Affairs Canada;
- Solid understanding of project cycle management and familiarity with project management tools,

- including logical and performance management frameworks and risk registers;
- Experience in results-based programming in areas of education, food security/nutrition, livelihoods and/or child rights and protection;
 - Strong knowledge and analysis of key development issues in the countries where CFTC operates;
 - Previous work experience for a non-profit organization working in a country in the Global South.
 - Experience working and living in one or more of the CFTC's focus countries is considered an asset.

Competencies

- Proven leadership, influence, and program management support skills;
- Significant experience – both direct and at a management level - of all stages of the project management cycle: conception, design, planning, implementation, and evaluation;
- Proven budgeting and financial reporting skills using Excel;
- Experience and knowledge of MEL systems and processes in international settings
- Solid understanding of international development compliance frameworks for GAC and other multilateral agencies and foundations;
- Outstanding research, business writing and analytical skills in English for report writing;
- Superior skills in building productive working relationships with team colleagues, country offices, peer organizations and implementing partners, especially in a cross-cultural environment;
- Solid understanding of monitoring, evaluation and learning systems and processes;
- A positive attitude, flexibility and a high degree of initiative;
- Commitment to Canadian Feed The Children's Theory of Change, vision, mission, and values.
- Ability to work in Spanish is a strong asset.

Other Requirements

- Ability to travel internationally up to 30%, at times for extended assignments and to areas where basic services and conveniences are often not available (a valid passport is required);
- Must be eligible to work in Canada;
- Ability to work in a second language relevant to CFTC's geographic areas of focus would be an asset.

Interested? Please submit your C.V. and covering letter Peter Timmerman, VP, Programs at jobs@canadianfeedthechildren.ca. Please indicate **the name of the position in the subject line**. Internal candidates with the required skill-set are encouraged to apply by advising their manager and following the same process outlined above. Deadline for applications is **February 04th, 2019 at 5:00PM (EST)**.

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

Canadian Feed The Children is committed to creating a diverse environment and is proud to be an equal opportunity employer.

Canadian Feed The Children is committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from people with disabilities. Upon individual request, we will endeavour to remove any barrier to the hiring process to accommodate candidates with disabilities. Please inform us should accommodation be required at any point during the recruitment and selection process.