



1425 Bloor Street West, Toronto, Ontario, Canada M6P 3L6

PROGRAM COORDINATOR/PROPOSAL WRITER POSITION DESCRIPTION

Position Type: Full Time, Contract
Reporting To: Director of Programs and Project Development
Job Location: Toronto, Ontario, Canada

CPAR is a non-profit development organization working to address key determinants of health at the community level. CPAR supports the initiatives of rural communities in Ethiopia, Malawi, and Tanzania to ensure access to clean and safe water, adequate and nutritious food, primary health care, secure livelihoods and a healthy environment.

Working closely with Country Offices and Development Department staff, the Programs Department is responsible for maintaining a high level of quality, impact and integrity in all of CPAR's areas of program activity. The department plays a lead role in capacity building and support of the Country Office teams, program development and identifying new funding opportunities, and plays a supportive role in the implementation of CPAR's public engagement initiatives.

CPAR is currently seeking a highly motivated individual to join its Programs Department as a Program Coordinator/Proposal Writer (PCPW). Working under the supervision of the Director of Programs and Project Development, the PCPW will play a key role in the development of program proposals, writing reports, reviewing budgets and coordinating program team responsibilities.

Main Responsibilities:

- Coordinate, develop and write program proposals in collaboration with colleagues at the HQ, teams in the field and external consultants
- Manage relationships with donors including outreach and communication
- Identify new potential sources of funding in coordination with the HQ and field teams
- Take a lead roll in recruiting and providing logistical and onboarding support for the Physicians Placement Program
- Coordinate internal program team deadlines related to the submission of proposals, reports and other information
- Provide operational support to field program teams including the monitoring of donor compliance, the development of budgets and handling routine administrative tasks
- Support the development of monitoring and evaluation tools and frameworks for robust project reporting, assessment, and evaluation
- Participate in regular Program Department meetings, managing action points and follow up
- Interdepartmental liaison/collaboration to support the implementation of any CPAR objectives, as required.

- Conduct field visits to country offices in Malawi, Tanzania and Ethiopia to assess programs, provide program support, and to meet with donors and other stakeholders (approximately 2 trips per year, 2 to 3 weeks per trip)
- Participate in networking opportunities on behalf of CPAR

Qualifications of Successful Candidate

- University degree (Master's preferred) in public health, international development, or a related field
- Three to five years of professional progressive work experience with an international NGO or UN-related agency
- Experience writing proposals to donors such as Global Affairs Canada (GAC formerly CIDA/DFATD), USAID, DFID, the EU, UN agencies, the World Bank, foundations and corporations, etc.
- Outstanding writing skills: proposal writing, reviewing, editing and synthesizing field reports, analyzing qualitative and quantitative data, articulating results and producing high quality donor reports
- Experience working with budgets, grants, and conducting researching
- Computer literacy including Microsoft Office (Word, Excel, Outlook, PowerPoint) and Internet
- Experience in Results-Based Management (RBM), project cycle management
- Excellent English writing skills is required

Desired qualifications

- Experience based in developing and/or conflict affected countries with responsibilities related to program development and implementation
- Experience working on health, gender-based violence, women's empowerment and rights-based programming
- Knowledge of GAC funding mechanisms, policies and procedures
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Additional Requirements:

- Must be eligible to work in Canada
- Ability to travel to developing countries for short periods of time

How to Apply: To apply for this role please forward a CV and cover letter outlining your skills, experience and salary expectations, by August 18, 2017 to careers@cpar.ca. Please send your application letter and CV as one document and reference "Program Coordinator/Proposal Writer Position" in the subject heading.

Salary commensurate with experience, accompanied by a benefits package. To learn more about CPAR, please visit our website at www.cpar.ca CPAR thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. No phone calls please.

Web: www.cpar.ca E-mail: info@cpar.ca

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