

**Employment Opportunity
External Posting**

**Program Officer – Women's Voice and Leadership Caribbean
The MATCH International Women's Fund**

Position Title: Program Officer – Women's Voice and Leadership (WVL) Caribbean
(based in Ottawa)

Reports to: Caribbean-based WVL-Program Director

Language: English, French or Spanish is an asset

Location: Ottawa, Canada

Deadline for Applications: December 3, 2018

BACKGROUND

The MATCH Fund is Canada's first and only international women's fund. We support grassroots women's rights organizations to dismantle barriers, challenge perceptions and, ultimately, transform society. It is an exciting time to join the organization and play a significant role in our growth and development.

The MATCH Fund is looking for a dedicated and proficient Program Officer to play a key role in the implementation of the Women's Voice and Leadership (WVL) program in the Caribbean. This is a Global Affairs Canada funded five-year initiative focused on supporting the organizational development, programs, advocacy and policy agendas of women's rights organizations in the region. The MATCH Fund is partnering with the Astraea Lesbian Foundation for Justice in this initiative. We are looking for an individual with proven experience and understanding of the policies, practices and requirements of Global Affairs Canada (GAC) who excels at meeting compliance expectations (both financial and programmatic), while committed to supporting innovative women's rights strategies led by local organizations and movements in a systematically underfunded region.

NATURE AND SCOPE

Reporting to the Caribbean-based Program Director, the Program Officer is responsible for compliance and ensures effective financial and narrative reporting for the Women's Voice and Leadership Initiative in the Caribbean. Based in Ottawa, this position has as strong understanding of Global Affairs Canada contractual obligations and Results Based Management requirements and supports the preparation of key program deliverables over the life of the initiative (Program Implementation Plan, Annual Work Plans, Budgets, Reports, etc). Under the leadership and supervision of the Program Director in the Caribbean, the Program Officer also supports the implementation of key activities as well as data collection for monitoring and evaluation and communication needs with the support from the Monitoring Evaluation and Learning (MEL) Specialist.

KEY RESPONSIBILITIES

The Program Officer will support the development, administration, implementation and evaluation of the Women's Voice and Leadership program in the Caribbean. Responsibilities include:

- Support the Caribbean-based Program Director in the delivery of program inception processes (regional landscape research, design of regional convening and collection of key inputs) for quality and timely submission of project implementation plan (PIPs) and related documents;
- Monitor partner agreements, work plans, reports and performance for compliance with contribution/grant agreements;
- Work closely with MEL Specialist and Astraea colleagues to collect relevant data/evidence to meet reporting requirements;
- Work closely with The MATCH Fund Finance team to ensure proper coding and recording of the program expenses according to the budget and the internal process to facilitate reporting
- Liaise with Astraea on reporting requirements and timing for report submissions as per overall requirements and timeline set in the program Contribution Agreement;
- Ensure timely preparation and submission of accurate and quality narrative and financial reports in accordance with contractual requirements;
- Ensure accurate annual and cumulative project budgeting, and accurate and timely monitoring of planned project spending;
- Maintain an understanding of the agendas and priorities of local women's rights organizations in the Caribbean, including LGBT groups;
- Contribute to program quality, including securing timely expertise to ensure achievement of women's rights program outcomes;
- Work with the Manager of Global Programs in preparing contractual agreements with Caribbean stakeholders, local organizations and local or international consultants as needed;
- Support the team in the documentation and dissemination of program experiences and lessons learned; contributing to organizational communications needs;
- Maintain an excellent understanding of policies and practices (currently under development by GAC for the Women's Voice and Leadership initiative) to be a resource as well for other international women's funds receiving funding from this portfolio;
- Represent The MATCH Fund in relevant meetings and discussions, especially with GAC as delegated by the Program Director and the VP for Global Programs.

Qualifications and competencies:

- University degree in women's studies, human rights, international development, or related field;
- Graduate education or experience in project management is an asset;
- Commitment to the work and values of The MATCH Fund;
- At least 3-5 years' experience in a similar international project administration position;

- Demonstrated experience working in Government funded projects, particularly Global Affairs Canada (GAC) is a must; in particular recent experience in the development of Project; Implementation Plans, Performance Management Frameworks and project reporting for GAC;
- Excellent written and spoken English, including strong analytical and report-writing capabilities, French or Spanish language skills are an asset, but not a must;
- Strong financial and administrative skills, including demonstrated experience managing accountability processes (contract compliance including financial and narrative reporting);
- Excellent organizational skills, including ability to prioritize and handle multiple initiatives simultaneously working under tight deadlines;
- Strong interpersonal skills – Ability to work within a diverse team and with diverse audiences (activists, stakeholders, donors and communities) from politically and culturally diverse backgrounds;
- Ability to work independently and to support the project leadership remotely;
- Experience with common evaluation approaches, processes, and tools.
- Excellent analytical and problem-solving skills and ability to develop creative solutions;
- Proficiency in Microsoft Office and in particular with Excel, familiarity with using databases and information management systems;
- Ability to undertake international travel in the Caribbean (generally 2 trips per year, possibly one more in year 1)
- Knowledge of development issues in the Caribbean and/or understanding of feminist issues and the challenges facing women’s rights organizations in the Global South is an asset.

How to Apply:

Please submit your CV and cover letter quoting WVL-Program Officer to recruitment@matchinternational.org by December 3rd, 2018.

Only short-listed candidates will be contacted. We welcome and encourage applications from people of all abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.