

# JOIN OUR TEAM

**POSITION** Program Manager, Women's Entrepreneurship and Livelihoods Initiative

**TERM** Full-time (5 days/week); 12 month contract; Home based

**START DATE** January 25th, 2021

## ABOUT CWY-JCM

CWY is an international nonprofit organization dedicated to the empowerment of young people. CWY collaborates with partners in Canada and around the world to create transformative learning experiences focused on building knowledge and leadership skills through participation in sustainable community-driven projects. For the next 10 years, CWY will focus on impact within the four key pillars: Empowerment and Experience for Indigenous Communities, Sustainable Livelihoods and Entrepreneurship, Empowerment of Young Women & Girls, and Environmental Sustainability

## POSITION OVERVIEW

The Program Manager WELI (Women Entrepreneurship & Livelihoods Initiative) will be responsible for all aspects of the delivery of the project in Ghana & Senegal as well as any other countries incorporated at a later date. The complexity of this post COVID-19 initiative is working directly with partners (Managers & Supervisors) overseas, without directly meeting them in person. You will report directly to the Director of Programs & Partnerships and collaborate with our partner African Skills Hubs, located in Ghana.

## REQUIRED QUALIFICATIONS AND EXPERIENCE

- University degree in a relevant field of study
- Equivalent combinations of education and management experience will be considered.
- Minimum three (3) to five (5) years of:
  - Progressive project management experience and role in a government, non-profit, public or private sector organizations leading International Development, programs and relationships
  - Concrete experience in managing international development projects, specifically in West Africa
  - Knowledge of Global Affairs Canada's Feminist International Policy and United Nations Sustainable Development Goals (SDGs)
  - Demonstrated knowledge and sensitivity of the realities of adolescent girls and young women in West Africa, specifically barriers to entrepreneurship and work

## RESPONSIBILITIES

### **Empowerment of Young Women and Girls & Sustainable Livelihood and Entrepreneurship Program development and relations with partners:**

- Contribute to the development and growth of the organization
- Establish and consolidate relations with designated partners and funders, in the public and private sectors, with educational institutions, and the healthcare and environment sectors, as delegated by the Director, Programs and Partnerships
- Develop initiatives and programming, specifically under the two pillars Empowerment of Young Women and Girls & Sustainable Livelihood and Entrepreneurship
- Establish and consolidate relations with the communities, alumni and volunteers

### **In keeping with Canada World Youth's policies, the Implementation and delivery of WELI project;**

- Ensure observance of agreement protocol with the implementing partner and maintain collaborative working relationship towards achievement of project's goal
- Implement and review the programming and other assigned activities in order to reach project' objectives and outcomes
- Manage and administer E-Volunteer component of the project, including recruitment, supervision and support to E-Volunteers and coordination with implementing partner, and other pertinent partners
- See to the implementation of components associated with the safety and security of volunteers/interns
- Ensure observation of sub-contracting agreement with Canadian partners and overseas partners
- Ensure that the laws and regulations of countries in which the project is being implemented are observed, specifically Ghana and Senegal
- Undertake program review, training, and supervisory mission, as needed
- Ensure monitoring, evaluating and internal and external reporting for the project
- Analyze and review the attainment of the project' outcomes, make recommendations to the Management team and make the necessary adjustments based on the directives
- Manage, follow-up and resolve incidents within the WELI project as per CWY's Risk Management Policy and procedures
- Liaise with other CWY departments to ensure adequate support to the WELI project, i.e. Communications, Finance and Administration

## WORK AREA KNOWLEDGE AND SKILLS

- Knowledge of Result-based Management approach and concrete experience with associated tools and mechanisms
- Must be bilingual, ability to function fluently in English and French
- Crisis management skills in Canada and internationally.
- Knowledge of the international cooperation milieu and trends in international youth programs.
- Skills in writing and organization.
- Knowledge of MS Office suite.
- Time sheet reporting
- Setting and monitoring objectives

## INTERPERSONAL SKILLS AND APTITUDES

- Ease in establishing effective communications, including in a cross-cultural and multilinguistic environment (tact, diplomacy, professionalism).
- Ability to manage a remote team.
- Ability to deal with stress, conflict management and complexity.
- Ability to meet deadlines and objectives.
- Ability to work with minimal supervision.
- Ability to establish collaborative relations and mobilize a work team.

## PARTICULAR WORKING CONDITIONS

- Ability to travel in Canada and internationally to perform short term missions.
- Be able to work overtime to meet deadlines, when necessary.
- Be on call on a rotating basis.
- Position based from home

## TO APPLY

Your CV and cover letter must be received by [5PM \(Eastern time\), January 18th 2021](#) via email at: [jmichel@cwj-jcm.org](mailto:jmichel@cwj-jcm.org). In the object of your email, you need to indicate the job title: Program Manager, Women's Entrepreneurship and Livelihoods Initiative.

### Canada World Youth is committed to equity in employment and diversity.

This posting represents an opportunity to realize our focus on increasing the presence of underrepresented groups in the organization, such as Indigenous peoples, visible and ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to the success of a diverse workforce.

We would like to thank in advance all the candidates for their interest in Canada World Youth.  
Please note that only candidates invited to an interview will be contacted.