



United Nations Association in Canada
Association canadienne pour les Nations Unies

Project Officer Job Description

Title:	Project Officer
Programme:	International Youth Internship Programme (IYIP)
Location:	Ottawa, Ontario (Remote position for the moment)
Length of Assignment:	12 months (subject to renewal)
Start Date:	As soon as possible (Ongoing recruitment until role filled)
Annual Salary:	\$42,000 - \$45,000

About UNA-Canada

The United Nations Association in Canada (UNA-Canada) is an historic national charitable organization with the mandate of educating and engaging Canadians in the work of the United Nations (UN) and the critical global issues that affect us both in Canada and internationally. Established in 1946, we are committed to *growing global citizens* who embrace the principles of the UN in order to build a stronger, more outward-looking Canada. As the leading policy voice on multilateralism in Canada, UNA-Canada holds the elected Vice-Chair of the World Federation of UNAs representing global civil society.

About IYIP

UNA-Canada's prestigious International Youth Internship Programme (IYIP) provides young Canadian professionals with an opportunity to enhance their employability by gaining invaluable professional international experience through six-month internship placements with UN Agencies around the world. Now in its 26th year, UNA-Canada has sent hundreds of talented young Canadians abroad, and continues to invest in their futures through innovative professional development support and job-finding assistance. UNA-Canada's Junior Professional Consultants (JPC) make significant contributions to their UN Agency while abroad, and elevate Canada's presence and reputation on the international stage.

Project Officer: IYIP

The Project Officer is responsible for the strategic support of all aspects of IYIP. This includes, but is not limited to, critical managerial and logistical support, administrative excellence, effective communication plans, project management, liaising with existing partners, reaching out to new UN partners, and facilitating the placements of approximately 40 Junior Professional Consultants each year. More broadly speaking, he/she provides a key support role to the Programme Manager.



United Nations Association in Canada
Association canadienne pour les Nations Unies

Specific Responsibilities:

The Project Officer will have the following support responsibilities:

- Work closely with the International programme's Programme Manager to ensure effective and efficient implementation of the Programme;
- Implement and complete IYIP recruitment process (screening applications, conducting interviews and reference checks, etc).
- Ensure updated Terms of References (ToRs) are available for JPCs to review in advance of their deployments;
- Plan virtual pre-departure sessions and re-integration sessions in Ottawa covering topics/issues outlined in the IYIP contribution agreement with Government;
- Ensure that all JPCs are supported in their pre-departure logistics;
- Ensure key indicators and data are recorded (alumni), tracked, and analyzed for mandatory IYIP reporting;
- Promote IYIP widely across Canada and via avenues including, but not limited to, social media; university centers, job boards, community organizations and list serves through traditional methods, and the IYIP social networking strategy;
- Research and post bi-weekly job postings for IYIP alumni (especially targeted, JPCspecific job supports; general job bulletins are presently compiled by volunteer support);
- Build and maintain excellent relations with UNA-Canada's UN Agency partners, developing ToRs, and confirming meaningful placements;
- Develop and improve marketing and outreach materials to support external communications;
- Assist in the development of briefing and de-briefing events & materials for IYIP participants;
- Contribute to overall project and UNA-Canada growth; and,
- Carry out any other duties related to project success, or as requested.

Mandatory Requirements:

- Exceptional skills in administrative, organizational and operational project work;
- Strong interpersonal skills and ability to work as a member of a team;
- Strong attention to detail and ability to prioritize competing tasks to meet tight deadlines;
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, and Outlook);
- Good working knowledge of WordPress/WIX and social media platforms (e.g. Twitter, Facebook, Instagram);
- Good working knowledge of Adobe Creative Suite;



United Nations Association in Canada
Association canadienne pour les Nations Unies

- Ability to liaise with Senior levels in the UN sector and Canadian governmental organizations;

Additional Assets:

- Project management experience is an asset;
- Fluency in French is an asset.
- JPC experience is an asset;

Relevant Qualifications and Experience:

- University degree in Public Administration, Education, International Relations; Political Science, Business, Communications, Environmental Science or related field;
- Experience with Project Management -- certification or courses taken will be an asset;
- Communication strategies and best practice principles and proven experience in applying them and achieving results in a complex environment;
- Coaching, teaching and mentoring youth;
- Exceptional writing and editing experience in a fast-paced professional services and/or business development environment;
- Demonstrated logistical experience;
- Demonstrated skills and experience in recruitment practices, interviewing and candidate assessment;
- Demonstrated high-quality communication/marketing material;
- Proven skills in the formulation of briefing, debriefing and training workshops; • A results-oriented approach, with the ability to take responsibility; and
- Ability/willingness to travel internationally.

Equal Opportunity Employer

UNA-Canada is committed to building a network of employees that reflects and harnesses Canada's diversity. We do not discriminate on the basis of gender, race, ethnicity, religion, sexual orientation, political affiliation, etc. UNA-Canada recruits candidates based on merit and seeks to foster a workplace that encourages acceptance, empathy, and diversity.

Please submit a resume and cover letter to Programme Manager, Bonita Mathew (bonita.mathew@unac.org). Please include in the title of the email *PO (IYIP) – Last Name, First Name*. We will not be accepting calls or queries about this job.