

SUMMER POSITION – International Development Project Officer (Bilingual – French/English required)

Full-time Position, 35 hours per week

Proposed Start Date: June 27, 2022

Duration: 8 weeks

Compensation: \$24.25/hour and standard employment benefits

Trade Facilitation Office (TFO) Canada is a non-profit organization whose mission is to improve lives by creating sustainable trade partnerships for exporters from developing countries with Canadian and foreign buyers. TFO Canada assists Small and Medium sized enterprises (SMEs) and Trade Support Institutions (TSIs) from developing countries to access international markets through information, advice, and contact services. Since 1980, TFO Canada's internationally experienced project staff and sectoral experts have been providing trade promotion and capacity building services to tens of thousands of SMEs and TSIs from Latin America and the Caribbean, Africa, Asia, and the Middle East.

About the Position:

The International Development Project Officer (PO) will provide support with program wide report writing and communications (75%). The PO will also provide support (25%) to the Africa region for day-to-day program activity implementation including event logistics. Specific responsibilities will include:

- Supporting the Program Director with the preparation of a program-wide narrative report on results achieved to date based on existing field reports and through partner interviews.
 - Recording, collating, and synthesize results and lessons learned from program activities
 - Reviewing reports submitted by TSIs across Africa to draw out results and lessons learned
- Supporting the Africa Project Team with the launch of the Women Exporter Fund (granting fund) and the Lead Exporter Fund (mentorship program).
 - Documenting internal operations including application review processes as well as recipient monitoring and reporting processes
 - Preparing communications materials to launch the funds
- Supporting the Africa Project Team with preparations and logistics relating to upcoming trade shows in New York (August 2022) and Paris (October 2022).
 - Liaising with project stakeholders, consultants, and vendors

The PO will work under the supervision of the Program Director - Africa.

REQUIREMENTS

- Between 15 and 30 years of age to qualify under the Canada Summer Jobs 2022 Program.
- A relevant degree, International Development, International Affairs, International Trade and Commerce, etc.; a graduate degree considered an asset.
- Some experience in the area of international development, project management, and communications considered assets.
- Excellent spoken and written English and French communications skills required.
- Good computer applications skills and digital skills, particularly Sharepoint, Word, Excel, Outlook, Teams, Zoom, etc.
- Well organized and highly professional
- Self-starter and independent worker
- Able to work well in a team and remotely

Application Instructions:

1. Application deadline: June 5, 2022. Send a cover letter and a current C.V. to Human Resources – hr@tfocanada.ca
3. Please indicate 'Summer Position – Project Officer in the subject line.
4. Only candidates to be interviewed will be contacted.
5. Candidates may also apply through [Canada Summer Jobs #018554618](#) www.jobbank.gc.ca.

This position is partially funded by Canada Summer Jobs 2022.

TFO Canada strives to ensure gender equality for men and women in their participation in TFO Canada's programs, projects and activities, and also in TFO Canada's employment, contracting and management opportunities.

For more information on TFO Canada visit www.tfocanada.ca