

EMPLOYMENT OPPORTUNITIES AT TFO CANADA

TFO Canada improves lives through the creation of 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/Trade Promotion Organizations (TPOs) from Latin America and the Caribbean, Africa, Asia and the Middle East.

Project Officer, Africa (1 position)

TFO Canada is currently recruiting a Project Officer based in Ottawa.

Reporting Relationship: Reporting to the Program Director for Africa, the Project Officer supports the Project Managers for Africa while collaborating with the entire Africa team and other TFO Canada staff.

Job Responsibilities:

Program support & logistics:

- Support Project Managers with the organization and logistics of trade missions, partners' visits and trade-related technical assistance and capacity building projects/activities;
- Prepare travel advance requests and settlements, take quotations and finalize service agreements as required;
- Help with the compilation of project reports including data collection and preliminary analysis;
- Support Project Managers with inquiries received from developing country exporters and trade support institutions; and
- Coach volunteers and interns.

Reporting & information administration:

- Help record and synthesize results and lessons learned from TFO Canada events such as trade missions and trade fairs;
- Ensure proper paper and electronic recording and filling of program related documents and information;
- Maintain database for consultants and volunteers;
- Other duties as assigned.

REQUIREMENTS

- BA International Development, International Trade or a related field; MA considered an asset.
- At least two years of work experience in an international organization, non-profit or related field (project management, trade promotion etc.).
- Previous international trade experience or knowledge of the Canadian import market considered an asset.
- Overseas experience considered an asset.
- Understanding of gender-equality issues considered an asset.
- Bilingualism considered an asset (English/French)

- Excellent computer applications skills, particularly Microsoft Word and Excel as well as Outlook; experience using online surveys, and database programs an asset.
- Understanding of Results Based Management considered an asset.
- Well organized, self-starter and independent worker.
- Able to work well in a team and in a fast-paced environment.
- No international travel is anticipated for this position but there may be some travel within Canada.

Salary Band:

\$50,400 to \$57,000

Applications:

Applications including a cover letter and a current C.V. should be made in writing by e-mail no later than midnight, Sunday October 16,2022 to:

Program Director, Africa
TFO Canada
130 Slater Street, Suite 400
Ottawa, Ontario K1P 6E2
hr@tfoCanada.ca

Only candidates to be interviewed will be contacted.

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TFO Canada confronts the challenge of global poverty by promoting sustainable economic development through export information, advice and contact. TFO Canada facilitates access to foreign markets and shares Canadian trade expertise for the benefit of smaller exporters in developing countries. Founded in 1980, TFO Canada is a non-governmental, non-profit organization.

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