



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

Full-time Position, 35 hours per week

Proposed Start Date: May 27, 2024

Duration: 10 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 Project Managers and the Program Director with the preparation of project results reports.
 - Recording, collating, and synthesizing results and lessons learned from program activities.
 - Reviewing reports submitted by TSIs across Africa to draw out results and lessons learned.
 - Conducting interviews with project beneficiaries (TSIs and SMEs in Africa).
- Supporting the Trade Support Services team to promote project-related social media posts.
- Supporting the Africa Project Team with any other administrative tasks and logistics as required.
 - 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 2024 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 is considered an asset.
- 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.
- Social media experience with Facebook, X, and LinkedIn.
- Well organized and highly professional.
- Self-starter and independent worker.
- Able to work well in a team and remotely.



Application Instructions:

1. Application deadline: 9 am May 6, 2024. 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 # 4431533 www.jobbank.gc.ca.

This position is partially funded by Canada Summer Jobs 2024.

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TFO Canada improves lives through the creation of sustainable trade partnerships for exporters from developing countries with Canadian and foreign buyers.

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

As a signatory to the Canadian Centre of Expertise on the Prevention of Sexual Exploitation and Abuse (DIGNA) and to the Anti-Racism Framework for Canada's International Cooperation Sector, TFO Canada has the moral, ethical, and legal responsibility towards its staff, beneficiaries and clients and applies a zero-tolerance approach.

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