



EMPLOYMENT OPPORTUNITY AT TFO CANADA

As a recognized leader in the field of international trade and development, TFO Canada has an exciting and rewarding opportunity for an accomplished gender equality and social inclusion professional to join our dedicated team.

About TFO Canada

TFO Canada catalyzes economic growth through sustainable and inclusive trade partnerships for Small and Medium Enterprises in developing countries.

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 Small and Medium sized Enterprises (SMEs) and Trade Support Institutions (TSIs)/Trade Promotion Organizations (TPOs) from Latin America and the Caribbean, Africa, Asia and the Middle East.

Program Manager, Gender Equality and Social Inclusion (GESI)

Reporting directly to a Program Director and working collaboratively with the other departments of the organization, the Program Manager, Gender Equality & Social Inclusion (GESI) is responsible for integrating GESI considerations into all aspects of TFO Canada's projects, including design, implementation, monitoring, and evaluation, by conducting gender analyses, developing targeted interventions, and advising stakeholders on best practices to address gender disparities within a project area. The role includes regular communications with donors. The Program Manager, GESI also supports his/her Director with the preparation of donor reports, new program proposals and related program development activities as/when required.

Specific responsibilities of the Program Manager, GESI include:

Project design & inception:

- Participating in project development of TFO Canada's trade-related technical assistance and capacity building projects and activities (including research, Gender-Based Analysis Plus for projects and initiatives and needs assessment missions abroad);
- Contributing to the development of project proposals and programme documents, including design and review of GESI strategies and other relevant documents including budget and staffing needs for ongoing and new projects and programs.
- Contributing to the development of strategic directions and to TFO Canada's annual planning and budgeting with inputs/information pertinent to the role;
- Preparing and delivering periodic seminars/webinars on GESI to developing country exporters and trade support institutions in Canada and abroad

- Managing and participating in special projects from time to time, and performs other duties as required related to the successful execution of TFO Canada's mandate.

Project implementation & monitoring:

- Managing and, as required, participating in the execution of GESI related technical assistance and capacity building projects/activities such as seminars, training courses, workshops, in Canada and abroad;
- Contributing to reviewing Market Information Papers and other TFO Canadian Market Access Services content;
- Leading planning and/or brainstorming sessions with field staff and stakeholders to identify the GESI priorities, activities, and desired outputs that correspond to available project resources and budgets, and roles and responsibilities;
- Plan and manage GESI related project activities in accordance with the contracted statement of services and support of desired project results and supervise their implementation;
- Using the GESI Strategy as a starting point, facilitate agreement among project stakeholders on desired GESI results (revised as needed) given the existing project goals, objectives, etc.;
- Design, implement, and evaluate of GESI deliverables, such as tools, training, materials, partner reports, and other identified requirements
- Design and implement an M&E plan and tools to be included in the projects' logical programming frameworks and knowledge management systems to capture, organize, and share knowledge on gender and trade. Support implementation of GESI strategies (both from HQ and in the field);
- Ensure the strategic and daily management of GESI related project activities and delivery of project inputs and outputs, on time and within budget;
- Provide training and post-training follow-up activities to staff and partners;
- Assess the effectiveness of existing structures and personnel to meet each project's GESI results and provide necessary recommendations;
- Provide guidance to field based GESI experts on program design and delivery

Reporting & Financial Management:

- Developing and monitoring GESI related project budgets and provides related project administration in collaboration with TFO Canada's support staff;
- Supporting financial forecasts in coordination with TFO Canada's accounting department
- Preparing GESI related project activity and outcome reports (including conducting surveys) respecting donor reporting format and timeline;

HR management:

- Identifying suitable consultants and volunteers. Contribute to the recruitment and appointment process (incl. drafting of contracts)
- Coordinating the activities of project consultants (TFO Canada Associates), partners and suppliers to ensure the successful implementation and management of TFO Canada's GESI related technical assistance and capacity building projects;
- Providing logistical and related support to the project consultants;
- Conducting performance evaluations of volunteers and contributes to the review of Project Officers.

Job Requirements

Education:

A Master's degree in social sciences or relevant fields (e.g., gender studies, economics, public policy, international relations, political science, health, education, agriculture, etc.).

Minimum Experience:

- A minimum of 5 years of experience working in the international development field;
- A minimum of 3 years of progressively responsible experience in advisory or program management experience related to the promotion of Gender Equality and operational gender mainstreaming, particularly in an international organization
- A minimum of 1 year of international field experience is a plus
- Demonstrated skills in training and/or capacity building related to gender and social inclusion
- Demonstrated success in supporting cross-functional transformational initiatives, supporting the development and implementation of gender equity, diversity and inclusion strategies, and stewarding collaborative processes across multiple stakeholders and countries;
- Understanding of MEL and capacity building approaches for supporting local organizations and local government actors;
- Familiarity with Global Affairs Canada's objectives, approaches and operations related to Canada's Feminist International Assistance Policy, particularly related to MEL, is a plus.
- Experience developing comprehensive Monitoring and evaluation plans to track project progress, achieve desired outcomes, and identify successes from projects.

Essential Skills:

- High level of proficiency in Microsoft Office applications (Word, Excel, Sharepoint and PowerPoint skills);
- Timeliness (meet deadlines, generally handle duties in an efficient and timely manner);
- Multi-tasking (prioritizing and juggling various tasks effectively).
- Demonstrated abilities to work in a multi-disciplinary team and in multicultural environment
- Strong analytical skills and problem-solving skills, including a demonstrated ability to effectively communicate strategies or plans to field staff and stakeholders;
- Ability to sustain a pro-active approach to problem-solving (managing and structuring a range of responsibilities without close supervision);
- Willingness to engage in project-related travel to fragile states or medium to high-risk regions.
- High proficiency in English is essential (oral and written),
- Excellent interpersonal and communication skills, with a high level of emotional intelligence

Assets

- Experience or knowledge of trade/ business/ entrepreneurship
- Bilingualism in both official languages (English and French)
- Spanish language skills are also an asset

Employment Duration

- This is a 4-year term position

Compensation

TFO Canada offers a competitive salary and benefits package commensurate with experience and the norms of the international development NGO sector. As such the salary range is \$58,200 - \$95,000.

Work Location

Work at TFO Canada includes a hybrid work model, therefore, this role will be a combination of virtual and on-site work. The successful candidate is required to live and is authorized to work in Canada. They are also required to be able to work from home/remotely anywhere in Canada, with the preference being within the greater Ottawa-Gatineau area.

Applications

Applications including a cover letter and a current C.V. should be made in writing by e-mail no later than March 14, 2025 to:

Program Director
TFO Canada
66 Slater Street, Suite 2100
Ottawa, Ontario K1P 5H1
hr@tfoCanada.ca

Only candidates to be interviewed will be contacted.

TFO Canada catalyzes economic growth through sustainable and inclusive trade partnerships for Small and Medium Enterprises in developing countries.

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