



## **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 project management 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.

### **Project Manager, Africa**

TFO Canada is currently recruiting for a full-time Project Manager position located in Ottawa. The successful candidate will be the Project Manager responsible for the day-to-day implementation and monitoring of projects within the Africa region. The role includes regular communication with partners and consultants (research, training, and women economic empowerment experts as well as sector/market specialists and subject matter experts). The Project Manager also supports his/her Director with the preparation of donor reports, new program proposals and related business development activities as/when required.

The Project Manager will be responsible for managing trade development projects such as trade missions and seminars on the Canadian market and for maintaining relationships with trade support institutions and Canadian-based trade representatives for developing countries within the African regions.

Reporting Relationship:

Reports to the Program Director-Asia and Africa

### **Job Responsibilities:**

Project implementation, monitoring & evaluation (40%):

- Managing, and participating as required, in the execution of trade-related technical assistance and capacity building projects/activities such as seminars, training courses, workshops, trade missions, including trade fairs, in Canada and abroad;
- Monitoring ongoing project implementation by consultants and partners including conducting overseas monitoring and evaluation missions where appropriate;
- Contributing to the development of annual planning and budgeting processes with inputs/information pertinent to the role of PM Africa;

- Collaborating with team members for the delivery of multi-country initiatives;
- Preparing and delivering periodic seminars/webinars on exporting to Canada and on TFO Canada's services to developing country exporters and TSIs in Canada and abroad;
- Reviewing Market Information Papers and other Canadian Market Access Services content;
- Ensuring gender equality is mainstreamed into project planning and delivery; and
- Handling inquiries received from developing country exporters and trade support institutions.

#### Reporting & Financial Management (20%):

- Developing and monitoring project budgets and disbursements to partners and overseeing related project administration in collaboration with TFO Canada's support staff;
- Providing support to partners to ensure they produce required financial and narrative reports;
- Producing financial forecasts in coordination with TFO Canada's accounting department;
- Ensuring the collection, analysis and reporting of project impact data and contributing the lessons learned and success stories; and
- Preparing project activity and outcome reports (including conducting surveys) respecting donor reporting format and timeline.

#### HR management and administration (20%):

- Identifying suitable consultants and volunteers, contributing to the recruitment process (including preparing contracts);
- Managing and evaluating the performance of consultants and volunteers;
- Coordinating the activities of project consultants (TFO Canada Associates), partners and suppliers to ensure the successful implementation and management of TFO Canada's trade-related technical assistance and capacity building projects;
- Preparing sub-project agreements and maintaining all relevant project documents (contracts, correspondence, approvals, budgets, workplans, invoices, etc.) in both hard and virtual filing system;
- Ensuring logistical and related support to project consultants; and
- Working with and contributing to the performance reviews of Project Officers.

#### Program Monitoring and Evaluation (15%):

- Coordinating semi-annual reporting and planning processes and
- Supporting the roll up of program wide results for semi-annual reports.

#### Other duties (5%)

- Representing TFO Canada at embassy/high commission/Canadian universities/associations and other events.
- Performs other duties as required related to the successful execution of TFO Canada's mission.

#### **Essential Qualifications:**

- Eligible to be employed in Canada
- Master's degree in International Development, International Trade or a related field
- At least five (5) years of combined project management experience in an international development organization, international trade promotion organization (export marketing, importing/sourcing, trade development support services for exporters) or project management organization

(including planning, budgeting, procurement and contracting of external service providers, monitoring & reporting)

- High proficiency in English is (oral and written),
- High level of proficiency in Microsoft Office applications (Word, Excel, Sharepoint and PowerPoint skills)
- Strong willingness and ability to travel within Canada and internationally (6-8 weeks per year) to fragile states or medium to high-risk regions.
- Strong understanding and experience in results-based reporting and impact measurement, including Monitoring, Evaluation & Learning (MEL) and capacity building approaches for supporting local organizations and local government actors
- Strong understanding of gender equality and ability to incorporate gender equality concepts in your work
- Strong ability to multi-task and manage multiple stakeholder relations
- Well organized, self-starter and independent worker
- Able to work well in a team and in a fast-paced environment
- Timeliness (meet deadlines, generally handle duties in an efficient and timely manner)
- 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);
- Excellent interpersonal and communication skills, with a high level of emotional intelligence

### **Assets**

- A minimum of 1 year of international field experience in Africa (particularly Kenya, Ethiopia, Mozambique, Zambia)
- Familiarity with Global Affairs Canada's objectives, approaches and operations, particularly related to MEL
- Experience or knowledge of international trade/ business/ entrepreneurship
- Bilingualism in both official languages (English and French)
- Portuguese and African (Amharic, Swahili) 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 a strong preference being within the greater Ottawa-Gatineau area.

### **Applications**

Applications including a cover letter and a current C.V. should be sent with **PM – Africa** in the subject line by e-mail no later than 12 midnight, **March 25, 2025** to:

Program Director  
TFO Canada  
66 Slater Street, Suite 2100  
Ottawa, Ontario K1P 5H1  
[hr@tfocanada.ca](mailto:hr@tfocanada.ca)

Only shortlisted candidates 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](http://www.tfocanada.ca)