



EMPLOYMENT OPPORTUNITY AT TFO CANADA

TFO Canada is a non-profit organization whose mission is to catalyze 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 SMEs and TSIs from Latin America and the Caribbean, Africa, Asia, and the Middle East.

Project Officer

TFO Canada is currently recruiting a Project Officer based in Ottawa for a Contract position – 8 months (maternity coverage). The successful candidate will support the Project Managers in the implementation of projects in Africa, Asia, Latin America, and the Caribbean regions. This includes facilitating day-to-day program and event logistics, and background research ahead of donor proposals/reports.

Reporting Relationship:

Reports to the Program Director and supports Project Managers in the organization.

Job Responsibilities:

In supporting the implementation and execution of various projects, specific responsibilities of the Project Officer will include:

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;
- 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;
- Help maintain databases for consultants, volunteers/interns;
- 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 or knowledge of the Canadian import market considered an asset
- Overseas experience is considered an asset
- Understanding of gender-equality issues is considered an asset
- Bilingual: English – Spanish (French is considered an asset)
- Excellent computer applications skills, particularly Microsoft Word and Excel as well as Outlook; experience using Customer Relationship Management (CRM), experience using Microsoft Publisher 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

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 \$52,000.00 - \$78,000.00

Work Location:

Work at TFO Canada includes a hybrid work model, therefore, this role will be a combination of virtual and on-site work, strong preference is for the candidate is to be based in the Ottawa -Gatineau area. The successful candidate must be authorized to work in Canada.

Applications:

Applications including a cover letter and a current C.V. should be sent with the TFO Canada Project Officer in the subject line by mail/e-mail no later than midnight, **May 9th, 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

