

GLOBAL HEALTH PROJECT MANAGER – BILINGUAL FRENCH /ENGLISH

Contract 3 Years 4 days a week

The Society of Obstetricians and Gynaecologists of Canada (SOGC) is one of Canada's oldest national specialty organizations. Established in 1944, the Society's mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

The SOGC has over 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

The SOGC's Global Health Program is working to improve women's sexual and reproductive health and rights at home and around the world, by addressing health inequities and promoting timely access to quality, culturally-safe care.

The Global Health Program focuses on the following areas:

- Upgrading the skills of health care workers in emergency obstetrical care, family planning and gender based violence in a reproductive rights framework;
- Development and adaptation of clinical practice guidelines and tools;
- Quality assurance tools and support mechanisms;
- Needs assessments and mapping exercises;
- Development and implementation of program monitoring and evaluation;
- Organizational capacity building of professional associations;
- Facilitating delivery of respectful maternity/reproductive care; and
- Advocacy and public education related to women's reproductive health and rights.

The SOGC has experience leading and partnering in global health initiatives in countries around the world.

POSITION DESCRIPTION

As the focal point of a global health project currently being implemented in Haiti, the Project Manager will be responsible for managing all activities related to project planning, implementation and reporting, including budget planning and monitoring. He / She will work in close collaboration with the other members of the Global Health Program, the Chief Financial Officer and the project's partners both in Haiti and in Canada. Specifically, the Project Manager will ensure the effective implementation of the SOGC component of the project being implemented by a Consortium of Canadian NGOs as per the Project's Measurement Framework (PMF); and work closely with project partners to implement, monitor and evaluate the international initiative. His / her tasks will include: ensuring that we meet our contracting commitments with partners, leading and/or planning and coordinating all project activities, working in close collaboration and providing support to the local team implementing the project activities in the field, recruiting, supervising and coordinating the contribution of SOGC experts and other SOGC consultants, compiling and writing progress reports to comply with donor requirements;

formulating and managing the annual project work plans; creating and managing all relevant budgets and financial reports.

The Project Manager will have proven experience with the implementation of global projects funded by Global Affairs Canada in low resource setting countries, especially in Haiti. He/she will also have a good understanding of the sexual and rights approach as it applies to health and with proven capacities of integrating this approach in their work.

KEY RESPONSIBILITIES

- Assumes a leadership lead in the implementation, monitoring and evaluation of a global health project in Haiti;
- Contributes to the development and update of educational tools and resources related to the project and the SOGC's Global Health Program;
- Ensures the development, implementation, monitoring and evaluation of the project's, Measurement Framework (PMF) in accordance with donor compliance;
- Formulates, reviews and revises progress reports to donors in accordance with donor compliance;
- Formulates, reviews and revises annual project work plans and budgets in accordance with donor compliance;
- Creates and maintains the appropriate budget as well as reporting on financial variances both internally and externally;
- Liaises, fosters and maintains positive relationships with key partners, including Global Affairs Canada, NGOs, and international and local (Haitian) partners;
- Recruits and coordinates SOGC volunteers, staff and/or other consultants who contribute to the project as technical experts;
- Participates in the identification and development of funding proposals;
- Keeps well-informed and actively participates in discussions on issues of reproductive health within a reproductive rights framework;
- Liaises with SOGC committees on relevant issues, helps to coordinate and participates in meetings and teleconferences;
- Reports on successes and program learnings in appropriate forums (workshops, conferences, meetings and other related events); and
- Other duties as required by Director.

QUALIFICATIONS, EXPERIENCE and KEY SKILLS

- Priority/preference to those with Master degree, Preferably in the field of public health, international health, global health or other health related degree
- Minimum four years of experience in managing global health projects funded by GAC, including at least 3 years in project and program management in gender equality and women's right;
- Strong budget planning and monitoring skills

- Strong understanding of the role of professional associations in improving SRH outcomes internationally and nationally;
- Experience working on projects in low-resource settings with an understanding of health systems and human resources for health, especially in Haiti;
- Highly self-motivated and directed with keen attention to detail;
- Ability to strategically analyze data and performance and create solutions;
- Ability to work under pressure;
- Proficiency with; MS Office: Word, Excel (Advanced), PowerPoint and Outlook; TEAMS and Sharepoint, Zoom
- Demonstrated ability to work within a budget;
- Proven experience of applying Results Based Management;
- Ability to work both independently and in a team-oriented, collaborative environment;
- Works effectively in cross-cultural situations; and
- Strong ability to collaborate inter-professionally;
- Fluent in French and excellent communication in English: written, verbal and presentation.

ADDITIONAL JOB REQUIREMENTS

- Position will be working remotely and may/will be required to come in the office a few days a week (Ottawa office)
- Ability to work weekends / overtime
- Travel may be required to country of intervention
- Must have existing legal authorization to work in Canada

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Should you be interested in this position, please submit your cover letter and resumé at careers@sogc.com.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.