

GLOBAL HEALTH PROJECT MANAGER - BILINGUAL Contract-Three-year Term (Possibility of Renewal)

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 3,900 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, most recently in Tanzania, Burundi, Malawi and the Democratic Republic of the Congo.

This is an anticipated position, subject to funding.

POSITION DESCRIPTION

As the focal point of an upcoming global health project, the Project Manager will be responsible for managing all activities related to project planning, implementation and reporting, including training and supervision of health care providers. He / She will work in close collaboration with the other members of the Global Health Program, the Chief Financial Officer, administrative assistant and other partners. Specifically, the Project Manager will ensure the effective implementation of the clinical component of the project 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, developing and applying evaluation tools, leading and/or planning and coordinating all project activities, recruiting, supervising and coordinating instructors 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 to all relevant budgets and financial reports with support from the Chief Financial Officer; providing technical expertise to develop new or to modify existing products and processes for the program; and providing clinical oversight/expertise on questions related to sexual and reproductive health.

The Project Manager will be a health or allied health professional, have experience in evaluation, training and support supervision tools in the global health context and will coordinate a small number of international projects.

KEY RESPONSIBILITIES

- Coordinates the implementation, monitoring and evaluation of an international project;
- Leads the development of clinical and educational content, tools and events related to 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 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 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;
- Provides technical expertise to the SOGC international projects and external organizations, when required;
- 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

- Holds a health/allied health professional designation specific to reproductive health or maternity care; Priority/preference to those with MPH or other health-related degree;
- Minimum four years of experience in a healthcare setting;
- 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 Sub Saharan Africa;
- Willingness to be certified as an ALARM International trainer;
- 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;
- Strong client management experience;

- Minimum three years' experience in project or program management;
- Demonstrated ability to work within a budget;
- Proven experience of applying Results Based Management;
- Excellent communication in English and French: written, verbal and presentation;
- 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.

ADDITIONAL JOB REQUIREMENTS

- Position will be working remotely until the SOGC Office opens in Ottawa; anticipated in Fall 2021, after which there will be requirements to be in the Ottawa office
- Ability to work weekends / overtime
- Extended travel will be required to low-resource countries.

The SOGC is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age or disability. Accommodations are available on request for candidates with disabilities taking part in all aspects of the selection process.

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

Should you be interested, please send your cover letter and resume to the attention of Liette Perron (lperron@sogc.com) by **Friday, May 7, 2021**. Please clearly demonstrate how you meet the requirements of the position in your application.