

JOB POSTING

Position Title:	Program Manager
Type of position:	Permanent, full-time (37.5 hrs/week)
Duty Station:	Montreal, Quebec or Oakville, Ontario
Reports to:	Director, Programs
Start date:	Immediate

Health Partners International of Canada (HPIC) is a not-for-profit relief and development organization dedicated to improving access to medicine and improving health in vulnerable communities around the world. HPIC contributes to health and well-being by providing donated essential medicines and supplies, responding to emergencies and strengthening local health systems. We partner with a network of non-governmental organizations (NGOs) and medical mission teams, with pharmaceutical and healthcare product companies, and with foreign and Canadian government departments.

Under the direction of the Director of Programs, the **Program Manager** is responsible for the management and development of HPIC's emergency response program as well as the oversight of the Humanitarian Medical Kits initiative. The Program Manager provides leadership and direction to the program and is responsible for updating and maintaining processes while adhering to HPIC policies and procedures.

Responsibilities

Emergency Response Program

- Develop and manage HPIC's emergency relief work in response to natural disasters and humanitarian crises, ensuring timely, quality, and effective implementation
- Lead HPIC's Emergency Response and coordinate the Emergency Response Working Group
- Identify potential partners and develop emergency project and initiatives in line with HPIC policies and strategies
- Work together with Director of Programs and the Philanthropy department towards resource mobilization
- Coordinate and manage the development of high quality project proposals for institutional and other donors within tight deadlines
- Ensure effective and efficient provision of donated medicine and medical supplies
- Coordinate with the fundraising and communication teams for public engagement and communication activities
- Prepare high quality reports in timely manner for internal and external uses

Humanitarian Medical Kit (HMK) initiative

- Manage the HMK inventory
- Work with Product Planning to ensure continuous availability of wide variety of products
- Respond to partner requests for medicines and supplies

- Coordinate kit packing and shipping with operations team
- Compile data, provide statistics and reports for HMK initiative

Public representation

- Participate in workshops, discussion groups pertinent to humanitarian assistance
- Represent HPIC on the Humanitarian Response Network (HRN)
- Build and maintain relationships with relevant INGOs/NGOs, research and academic institutions

Desired Qualifications

- Education: degree in related field;
- Experience: 2-4 years of relevant experience in humanitarian sector
- Pharmaceutical knowledge or experience in health sector
- Excellent knowledge of humanitarian sector
- Understanding of the key strategies and principles of emergency programming, Sphere, Core Humanitarian Standards, gender in emergencies
- Experience in program management including proposals and reports writing
- Knowledge of monitoring and evaluation methodologies
- Demonstrated capacity to prepare and establish guidelines, tools or documents for program delivery
- Experience working with faith-based groups and interacting in culturally diverse environments
- Excellent interpersonal skills and demonstrated ability to work in a fast-paced environments and manage a number of initiative and activities simultaneously
- Strong written and oral communication skills
- Effective planning and problem-solving skills
- Superior skills in working collaboratively with multiple stakeholders and building strong relationships
- Proficiency in English and French

If you are interested in the position and have the right skills and attributes, please send your application, consisting of a letter of interest and a CV to btrachsel@hpicanada.ca

Deadline: Applications will be reviewed on an ongoing basis until the ideal candidate is found.

Please note: to apply for this role you must be able to demonstrate your eligibility to work in Canada.