



JOB POSTING

Position Title:	Director, Programs and Administration Services
Type of position:	Permanent, full-time (37.5 hrs/week)
Duty Station:	Montreal, Quebec or Oakville, Ontario
Reports to:	President
Start date:	October / November 2018

Health Partners International of Canada (HPIC) is a not-for-profit relief and development organization dedicated to improving access to medicine and enhancing health in the developing world. HPIC contributes to health and well-being by providing donated essential medicines and supplies, responding to emergencies and strengthening health systems.

HPIC is seeking a highly motivated, resourceful and experienced professional with both a program and a management background to join its leadership team. The **Director of Programs and Administrative Services** will undertake two key roles within the organization, namely, the management and supervision of the Programs team and the delivery of Human Resources and other, select administrative services.

Responsibilities:

Leadership and supervision of the Programs team (55%)

- Supervise the daily activities of the Programs staff in their efforts to achieve HPIC's mission;
- Oversee development and implementation of program initiatives and functions – new projects, program promotion activities, tools and resources;
- Plan and manage Programs budget and expenses;
- Oversee the preparation of project proposals, program/project reports, field audit/visits and other monitoring and evaluation activities;
- Represent Programs at management committee meetings and at external meetings and networks.

Management of Administrative Services (45%)

- Manage human resources services including policy development, staff relations, recruitment, selection, orientation, compensation, benefits, training and other employee services.
- Work closely with the management team to develop and implement strategic plans, goals, policies and initiatives;
- Ensure the organization maintains and updates policies, procedures and practices necessary to meet Imagine Canada's requirements for accreditation under its Standards Program;
- Offer support to the Board of Directors for meetings as well as timely follow-up of Board agreed upon actions;

- Provide administrative and operational support to the President and the management team;
- Undertake other duties as allocated by the President, including functional responsibilities and special projects.

Skills/Competencies Required:

- Graduate degree in international development, public health, business/public administration or a related field, or strong relevant work experience;
- A minimum of 5 years of leadership experience in non-profit management and/or program/project management;
- Ability to develop and implement operations, policies, and procedures;
- Excellent written and verbal communications and presentation skills;
- Demonstrated strong interpersonal skills;
- Detail-oriented and capable of balancing multiple priorities effectively within established deadlines;
- Resourceful with good problem-solving acumen;
- Highly effective team player with the ability to build good relations both internally and externally;
- Computer proficiency (Microsoft Office);
- Willing to travel occasionally within Canada and to developing countries;
- Bilingual in both official languages (an asset).

The salary is commensurate with background and experience. The position is open to individuals legally entitled to work in Canada.

Application process:

Please e-mail your resume and a cover letter to hurs@hpicanada.ca with the subject line *Director, Programs and Administrative Services*.

HPIC thanks you for your interest in this position, however, only those selected for interviews will be contacted.