



*Manitoba Council for International Cooperation*

## **Program Officer, Gender**

### **Fund for Innovation and Transformation (FIT)**

A national program of the Inter-Council Network administered by [MCIC](#)

- Remote/Anywhere in Canada\*
- Bilingual (French/English)
- Full-time, 2-year term position
- 37.5 hours/week, with additional hours\*\*
- \$55,000-\$70,000 plus benefits/year
- Team: 15-20 employees

**Top skills:** Gender Analysis and Evaluation, Communications, Gender Equality and Intersectionality, Program Design, Project Implementation and Management, Collaboration, Time Management, International Development

**Application Deadline:** March 8, 2024, or until the position is filled.

**Start Date:** As soon as possible

\*Candidate must be legally entitled to work in Canada and may work remotely in Canada or in office in Winnipeg.

\*\*Evening, weekend, or additional hours may be required to support activities (e.g.: meetings or representing FIT at public events). Domestic and international travel may also be required.

[MCIC](#) is committed to an inclusive, diverse, and safe workplace and to advancing anti-racism in all that we do. We value diversity in the workplace and believe our work is stronger when it benefits from the experience and knowledge of a diverse team. Applications are encouraged from all candidates, including women, Indigenous Peoples, people with disabilities, people of various sexual orientations, gender identities and expressions, racialized people, and others who can contribute to the diversity of our team and our work, and who share our mission. We are committed to providing an accessible candidate experience. If you need any accommodations or adjustments throughout the interview process and beyond, please indicate this in your application.

### **How to Apply**

To be considered for the role, start by reviewing the position details below, then email your cover letter and resume to [jobs@mcic.ca](mailto:jobs@mcic.ca). Please indicate 'Program Officer Gender' in the subject line. **The cut-off to apply is March 8, 2024.**

# About the Position

Responsible for managing FIT-funded projects – focusing specifically on how their gender initiatives and activities can be incorporated into testing environments and effectively measured – the Program Officer, Gender **reports to the Director** of Innovation, Fund for Innovation and Transformation (FIT) and also **works closely with the FIT team**.

This person will offer **mentorship to funded organizations** where needed and extrapolate learnings that can be shared more widely internally and with the public. In addition to having experience with program implementation and innovation environments, it is key for this individual to **work closely with team members** to measure project results.

They will also participate in FIT's **public engagement activities**, by ensuring programming communications is effectively and accurately conveying the **lens of gender in FIT's projects**.

## Key Responsibilities

- Work with Director to develop and maintain gender policies, goals, and guidelines for the FIT program.
- Support FIT SMO project implementation, ensuring integration of a feminist approach.
- Team point-person overseeing PSEA compliance in SMO projects.
- Track and monitor SMO project indicators and outcomes, particularly with regards to gender initiatives and activities.
- Provide guidance/capacity building on gender to funded SMOs and the FIT Team.
- Work with the Program Officer, Monitoring, Evaluation & Learning to collect gender data and analyze gender equality program outcomes.
- Assess and prepare reports on SMO gender outcomes and FITs gender activities for internal and external parties.
- Responsible for several SMO projects, liaising with respective SMOs and local partners.
- Develop learning materials pertaining to gender for SMOs and the sector.
- Work with the FIT team to develop documents, webinars, articles, social media posts and other materials.
- Represent MCIC and FIT at community activities and events as needed.

*Additional duties as required.*

## Qualifications

- Post-secondary degree international development, gender or women's studies, or a related field.
- Proven experience in designing, implementing, monitoring and managing gender equality programs.
- Familiarity with relevant national and international gender equality frameworks and conventions such as Canada's Feminist International Assistance Policy and the PSEA.
- Experience working with Global Affairs Canada's Results Based Management.
- Knowledge of gender analysis tools and methodologies.
- Understanding of intersectionality and its implications for gender equality.
- Strong analytical skills with the ability to conduct gender assessments.
- Ability to work collaboratively in a team and build effective relationships with diverse stakeholders
- Excellent communication and training facilitation skills.

## Nice to Have

- Familiarity with gender equality programs in testing/innovation environments.
- Experience working in a team environment.
- Minimum of 3 years' experience working in an international development context.
- Experience developing a PSEA policy and management plan.
- Understanding of Human Rights Based Approach to Development.
- Familiarity with grant management and donor reporting requirements.
- Strong ability to problem-solve.

## Next Steps in the Application Process

After emailing your resume and cover letter to [jobs@mcic.ca](mailto:jobs@mcic.ca), with 'Program Officer Gender' in the subject line, you will receive an acknowledgement email from MCIC/FIT that your application has been received.

Our internal review process will take up to 2 weeks after the cut-off date.

Successful applicants will be contacted for an interview between 1 to 2 weeks after the cut-off date.

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## About the ICN, MCIC and FIT

**The Inter-Council Network (ICN)** is a coalition of the eight Provincial and Regional Councils for International Cooperation. These independent member-based Councils are committed to global social justice and social change and represent over 350 diverse civil society organizations (CSOs) from across Canada. The ICN provides a national forum in which the Councils collaborate for improved effectiveness and identify common priorities for collective action. Rooted in communities across Canada, we are leaders in public engagement at a local and regional level and are recognized for bringing regional knowledge and priorities to the national level.

As part of the ICN, the **Manitoba Council for International Cooperation (MCIC)** supports, connects, and amplifies the work of our members and partners, directly engaging and collaborating with Manitobans for global sustainability. As a coordinating structure, MCIC promotes public awareness of international issues, fosters member interaction, and administers funds for international development. MCIC's office is located in Winnipeg, Manitoba on Treaty 1 Territory and National Homeland of the Red River Métis.

In 2019, MCIC, on behalf of the Inter-Council Network, launched the **Fund for Innovation and Transformation/Fonds pour l'innovation et la transformation (FIT)**, to test innovative solutions to development challenges. Its purpose is to advance the effective use of and learn from innovative solutions that will improve the lives, equality and empowerment of women and girls, their families and communities in the Global South. More information can be found at [www.fit-fit.ca](http://www.fit-fit.ca).