

JOB OFFER

Program Manager

Job type: Full-time (35 hrs./week). Maternity leave replacement for 1 year.

Location: Montreal (telework 3 days/week)

Annual salary: \$60,000 to \$70,000

Languages: Bilingual (French and English). Spanish is a strong asset.

A comprehensive and generous benefits package (insurance, RRSP, and others) is offered.

Start date: April 15, 2026

Job summary:

Reporting to the Director of International Programs and Partnerships, the Program Manager ensures the effective management of projects under their supervision, ensuring compliance with donor rules, while strengthening HI's strategic positioning as a key player in humanitarian aid, inclusive development, and armed violence reduction. He or she manages a portfolio of projects funded by Canadian and Quebec institutional donors—including a key project on care work in Cuba—and represents HI Canada to donors and civil society networks in order to consolidate the organization's influence, reputation, and outreach. This one-year maternity leave replacement position involves working closely with the Institutional Funding Department (DFI) and HI teams in Canada and in the countries where HI operates.

Main tasks and responsibilities:

Project management

- Management of projects/funding contracts from Canadian and Quebec institutional donors.
 - Monitor and manage a selection of projects, ensuring compliance with donor rules in collaboration with operations and program managers;
 - Monitoring the context in the countries of intervention, managing risks and identifying potential opportunities;
 - Ensure the development of knowledge and dissemination of the rules and procedures of the various Canadian donors within HI;
 - If necessary, conduct monitoring visits to evaluate projects in the field;
 - Provide guidance and technical assistance in the production and submission of narrative and financial reports for projects under their responsibility.
 - Initiate regular contact and visits with donors to strengthen engagement with Canadian and Quebec donors;
 - Respond promptly to requests for information from donors in collaboration with field projects and colleagues at headquarters;
 - Ensure the necessary follow-up during financial audits and/or internal procedures requested by donors or the Institutional Funds Department (DFI).

- Contribute to requests from the DFI in the context of overall development (donor information, analyses, reports, CRM, other requested contributions).

Project development

Positioning of Humanity & Inclusion Canada, representation, and networking:

- Develop and maintain relationships with Global Affairs Canada (GAC), Quebec's Ministry of International Relations and La Francophonie, and the Association québécoise des organismes de coopération internationale (AQOCI).
- Contribute to Humanity & Inclusion Canada's programming development plans in terms of institutional funding;
- Actively monitor Canada and Quebec's priorities on the international stage and funding opportunities;
- Participate in the preparation of service offers and project proposals in accordance with donor standards and identified opportunities;
- Represent HI within Canadian and Quebec sectoral networks (e.g., gender equality working group);
- Collaborate with Canadian networks and partners on common advocacy issues to strengthen the organization's positioning;
- Promote HI's expertise in strategic contexts (particularly inclusion and intersectionality);
- Actively participate in round tables and events for Humanity & Inclusion Canada, ensuring the organization's strategic positioning;
- Co-develop, disseminate, and promote studies, analyses, and advocacy documents produced by HI in various forums when strategic and in line with the priorities of Humanity & Inclusion Canada and donors;

Thematic skills:

- Provide technical support on gender equality and inclusion for Canadian proposals and reports;
- Develop Humanity & Inclusion Canada's position as an expert in disability inclusion.
- Analyze Canadian reports and strategies on various topics.
- Produce articles, reports, and summary sheets related to Canadian priorities (for internal and external distribution).
- Support the development of proposals related to economic development.

Other tasks:

- Implement HI's safeguarding and abuse prevention policy.
- Organize training and awareness-raising activities with the team and partners.
- Answer questions and support the team regarding safeguarding standards.

Skills and qualities:

- Higher education in project management, international development, or related fields related to gender and inclusion.
- Minimum 3 years' experience in international development program management, ideally related to gender equality within an international organization.
- Fluent bilingual (French – English). Spanish is highly desired.
- Experience in mobilizing funding from institutional donors and understanding of donor engagement.
- Knowledge of Canadian donor compliance rules (GAC, MRIF).
- Proven skills in project management, budgetary and financial monitoring.
- Expertise in gender, women's rights, and inclusion. Good understanding of PAIF.
- Experience in Latin America, particularly in Cuba (an asset).
- Experience in the field of disability inclusion (an asset).
- Excellent representation, networking, and communication skills, both internally and externally.
- Strong analytical, synthesis, and writing skills, including international correspondence and funding documents.
- Ethical awareness, diplomacy, sense of inclusion, ability to work independently and as part of a team.
- Ability to work in a hybrid mode and manage multiple tasks simultaneously.
- Ability to build and maintain multicultural relationships and effectively represent the organization.
- Willingness to travel (Ottawa, Quebec City, internationally as needed).

To apply:

All applications and requests for information will be treated with the strictest confidentiality.

Please send your resume and letter of interest by **February 28, 2026**, to the following email address: jobs@canada.hi.org. Please indicate "Program Manager" in the subject line.

We consider diversity to be a true asset and encourage women, Indigenous peoples, visible minorities, ethnic minorities, and people with disabilities to apply. If you have any accessibility needs (e.g., ensuring that each member of the interview panel uses a microphone, ensuring that their lips are visible, preferring a certain mode of communication), please do not hesitate to let us know. Our offices are located at the Maison du développement durable in Montreal and are accessible to people with reduced mobility.

Only candidates selected for an interview will be contacted.

For more information, please visit: <https://www.hi-canada.org/fr/index> (Hi Canada) and <https://www.hi.org/> (HI Federation).