

GENERIC JOB DETAILS
INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Senior Program Officer

Job Scope

Within the Program Area lead by a Director of the Program Area the Program Officer is expected to:

- provide intellectual advice for areas of the Program connected with his/her specialized knowledge;
- manage a portfolio of projects with a degree of independence and discretion within the policies of the Centre and the plans set out in the PI prospectus and to set an example of good practice for more junior staff;
- with guidance from TL takes the lead for a portfolio of PI projects in the range of 10-20 projects and RSPs values at \$5-7 million;
- can sign project approval documents up to \$50,000;
- draw attention to new developments in disciplines and areas of development covered by the PI;
- identifies the external contacts to support specific program directions and projects;
- identifies donors for revenue generation;
- be entrepreneurial in identifying additional sources of funding for Centre-supported projects;
- identify when Centre-supported research merits publication or some other form of wider dissemination to both scholarly and development audiences.

Primary Duties or Responsibilities

Project Development

Under the guidance of the TL:

- assesses proposals, including conceptual, methodological, operational, evaluative, and financial aspects;
- identifies and develops research proposals in accordance with Centre policies;
- incorporates, at the project design stage, plans for dissemination and utilization of research results;
- explores the potential for support and participation by the Canadian research community;
- develop partnerships with other funding agencies to support project activities;
- negotiates with researchers to increase the use they make of research as input in policy formulation;
- prepares project documents for approval.

Project Management

Under the guidance of the TL:

- manages, in consultation with the Resources Branch staff, the preparation of contracts and grant letters, materiel purchases, travel arrangements, analysis of financial statements, adjustment of budgets and schedules, and project closures;
- provides technical supervision, including analysis of interim reports, participation in workshops, literature searches, identification and administration of resource persons/consultants in support of projects;
- reviews final project reports of research results, and negotiates revisions and/or additional research requirements;
- assists in coordinating the research activities of collaborative projects between Canadian and developing country researchers.

GENERIC JOB DETAILS
INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Program Development

- works and contributes within the PI team structure that guides the formulation and development of the PI's program strategy and related project portfolio;
- may be required to take on special assignments and more frequent interaction with senior team members around program development issues.

Project Evaluation

Under the guidance of the TL:

- plans and manages project evaluations;
- prepares project completion reports.

Supervision

- directly supervises more junior professional staff which may include, research Officers, Professional Development Awardees, Centre Interns, Summer Students, and administrative and support staff (applies particularly to POs based in regional offices);
- indirectly supervises staff from the Resources Branch assisting with the administration of a Program Initiatives projects.

Centre-wide Collaboration

- participates in regular PI meetings, and when required in other Program Area, Branch and Corporate meetings and committees;
- collaborates with the Regional Director and the regional office program staff in the identification and evaluation of emerging and key development trends and priorities in a particular region;
- collaborates with colleagues in Ottawa and the regions in connection with the PO's portfolio of projects in the identification and evaluation of emerging and key development trends and priorities in a particular region.

Research Utilization and Centre Representation

- assists researchers in writing, editing, and publishing research results;
- participates in public and scientific fora.