

*The Canada Foundation for Innovation (CFI) makes financial contributions to Canada's universities, colleges, research hospitals and non-profit research organizations to increase their capability to carry out high-quality research. The CFI invests in infrastructure that researchers need to think big, innovate and push the boundaries of knowledge. It helps institutions to attract and retain the world's top talent, to train the next generation of researchers and to support world-class research that strengthens the economy and improves the quality of life for all Canadians.*

## Job opportunity

# PROGRAMS OFFICER

### Position summary

As a member of the programs team, the Programs Officer reports to Senior Programs Officers and assists in the design, development and implementation of the CFI's funding programs and policies and supports the delivery of the merit-review process.

### Key activities:

- Responds to information requests from CFI-eligible institutions (universities, colleges, research institutes and hospitals) and funding partners, including explaining the CFI mandate, programs and policies.
- Participates in competition design and continuous improvement to the proposal review process.
- Plans, organizes and supports the delivery of the proposal review process, including recruiting external reviewers.
- Contributes to developing competition documents, including guidelines, communications and review materials.
- Conducts administrative review of proposals.
- Summarizes expert committee discussion and assists in writing related reports.
- Follows the progress of CFI projects by negotiating timelines and reviewing budgets and amendment requests and formulating recommendations to the Senior Programs Officers.
- Reviews, analyzes and recommends actions relating to institutional queries throughout the complete lifecycle of CFI projects.
- Keeps track of and documents interactions with institutions using the corporate case management system.
- Participates in other special projects, as required.

### Abilities:

- Ability to work independently and as an integral member of a dynamic team
- Ability to work under pressure with a high volume of work for limited time periods
- Ability to adapt to, and manage, changing priorities and workloads, and willing to take on more responsibilities as needed

- Ability to read and understand technical and scientific proposals as well as an understanding of the infrastructure used in performing scientific research
- Ability to work with databases, electronic communications, spreadsheets and text processing software, including Microsoft Word, Excel, and PowerPoint

**Skills and knowledge:**

- Good understanding of the Canada's research community and scientific research process
- Strong analytical, problem-solving and decision-making skills
- Excellent interpersonal skills, including good judgment, discretion and professionalism
- Strong time management and organizational skills

**Requirements:**

- Excellent communications skills and oral and written proficiency in both official languages are mandatory for this role
- University degree preferred; relevant experience may also be considered.
- Previous relevant experience in grants administration is an asset

**Salary:**

Salary will be commensurate with qualifications and experience.

**Please send your CV and a covering letter. The cover letter should explain how your experience and skills address the key functions of the position and outline any asset qualifications. Send your cover letter and CV by close of business August 22, 2022 to:**

Eric Desjardins  
Manager, Human Resources  
Canada Foundation for Innovation  
55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 6L5  
[hr@innovation.ca](mailto:hr@innovation.ca)

**The results of this competition may be used to staff similar temporary or permanent positions for a period of twelve months following the completion of the staffing process.**

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require an accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

Visit [Innovation.ca](http://Innovation.ca) for more information about the CFI.