

Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.

Job Opportunity

Programs Officer, John R. Evans Leaders Fund (JELF) **(12-month contract)**

Reporting to the Manager responsible for the John R. Evans Leaders Fund (JELF), the Programs Officer carries out the review process for JELF proposals and provides policy advice to the Manager on program changes and new initiatives.

Objectives of this position

- Effectively and efficiently carries out the review process from receipt of the proposals to the communication of the CFI Board decisions to institutions and provinces. This includes the selection of reviewers, the analysis of reviews and the writing of funding recommendations for each proposal.
- Participates in the continuous improvement of the JELF program.

Key activities:

- Plans, organizes and conducts the merit review of proposals. This includes the recruitment of external reviewers and/or the organization of committee review by teleconference.
- Conducts administrative review of proposals.
- Communicates with partner funding agencies and represents the CFI during joint review meetings.
- Analyses the reviewers' reports for each proposal and identifies discrepancies. Recommends and takes appropriate action to resolve problematic cases.
- Writes a recommendation for each proposal, including the amount to be awarded and the supporting justification.
- Analyzes information and presents summary reports in preparation for Board meetings and announcements to the institutions and provinces.
- Develops and updates program documentation, including guidelines, communications and review materials.
- Develops tools or processes to facilitate administrative processes.
- Provides policy advice to the Manager on program changes and new initiatives.
- Participates in other CFI responsibilities and special projects, as required.

Programs Officer

Abilities

- Ability to work independently and as an integral member of a dynamic team
- Ability to multitask and to meet multiple deadlines
- Ability to work under pressure with a high volume of work
- 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 scientific proposals as well as an understanding of the infrastructure used in performing scientific research

Skills and knowledge:

- Good understanding of the Canadian research community, the scientific research process and the merit review process
- Strong analytical, problem solving and decision-making skills
- Strong interpersonal, time management and organizational skills

Requirements:

- University degree (preferably in life sciences, natural sciences or engineering) or relevant experience. Post-graduate degree is an asset.
- Excellent knowledge of databases, electronic communications, spreadsheets and text processing. Excellent knowledge of Microsoft Office including Word, Excel, and Powerpoint. Knowledge of other Microsoft software is an asset.
- Excellent oral and written communication skills in English. Proficiency in both official languages is an asset.
- Previous relevant experience in scientific research or grants administration is an asset.

Salary:

Salary will be commensurate with qualifications and experience.

Please send your CV and a covering letter by end of day on Wednesday February 13, 2019 to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
Fax: (613) 943-0923
hr@innovation.ca

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official language and employment equity principles, and respects Ontario's Accessibility Standard for Customer Service policy.

Visit our website: www.innovation.ca for more information about the CFI.