

*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**  
**(Full-time position)**

**Position summary**

Reporting to a team of Senior Programs Officers, the Programs Officer participates in the administration, management and merit review processes in support of the CFI's funding programs.

**Objectives of this Position**

- Contributes to coordinating relations with CFI-eligible research institutions and provincial funding partners across the country and to the oversight and management of CFI awards.
- Participates in the design and delivery of CFI funding competitions.

**Key activities:**

- Responds to information requests from CFI-eligible research institutions and funding partners, including explaining the CFI mandate, programs and policies.
- Reviews, analyzes and recommends actions relating to institutional queries and oversight of the pre- and post-award phases of CFI projects, as delegated.
- Participates on competition planning team(s) and contributes to the development of competition documentation, including guidelines, communications and review materials.
- Conducts administrative review of proposals.
- Participates in the planning, organization and conduct of merit review committee meetings, in coordination with the Senior Programs Officers and competition teams, including identification or recruitment of reviewers.
- Develops tools or processes to facilitate administrative processes for the Programs team.
- Participates in other CFI responsibilities and special projects, as required.

**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

## Programs Officer

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- 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 and scientific research process
- Strong problem-solving, analytical and decision-making skills
- Excellent communication and interpersonal skills, including good judgment, discretion and professionalism
- Strong time management and organizational skills

### Requirements:

- University degree (preferably in life sciences, natural sciences or engineering) or relevant experience
- 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.
- Strong oral and written communication skills in both official languages
- Previous relevant experience in grants administration is considered an asset

### Salary:

Salary will be commensurate with qualifications and experience.

**Please send your CV and a covering letter by end of day on Sunday, April 22, 2018 to:**

Eric Desjardins  
Manager, Human Resources  
Canada Foundation for Innovation, 230 Queen Street, Suite 450  
Ottawa ON K1P 5E4  
Fax: (613) 943-0923  
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. 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](http://www.innovation.ca) for more information about the CFI.*