INNOVATION.CA

CANADA FOUNDATION FOR INNOVATION | **FONDATION CANADIENNE POUR L'INNOVATION**

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

<u>Programs Officer</u>

(2 full-time positions)

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

Research builds communities
La recherche au service des collectivités

- 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 Canadian research community and scientific research process
- Strong analytical, problem-solving and decision-making skills
- Excellent communication and 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 <u>and</u> a covering letter by end of day on October 13, 2020 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

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 for more information about the CFI.