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*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.*

## **Senior Programs Officer**

**(12 month assignment - maternity leave replacement)**

Reporting to the Director, Programs, the incumbent provides advice on policy framework and program design and manages the review of grant applications for research infrastructure, as well as the post-award process, including the negotiation of final budgets and amendments.

### **KEY ACTIVITIES:**

- On behalf of the CFI, coordinates relations with a portfolio of diverse institutions from across the country, including conducting outreach activities, promoting and explaining the CFI mandate, programs and policies, developing an understanding of institutions' concerns, needs and challenges, and integrating them into CFI activities.
- Takes a leading role in the development and design of CFI programs and policies, as well as the continuous improvement of methodologies and processes for the application, review and monitoring processes.
- Manages implementation of CFI Funds by guiding the application and review processes; by recruiting scientific reviewers and Multidisciplinary Assessment Committees (MAC) members; by overseeing the initial administrative review of proposals; by coordinating the review process of proposals by reviewers and MAC members; by analyzing expert reviews with a view to bringing salient points to the attention of MAC members; by acting as secretary to the MAC and advising the MAC chairs and members on CFI policies and practices.
- Oversees post award project progress for a portfolio of institutions, including negotiation of the final budget and amendments.
- Assumes responsibility for internal projects: by organizing workshops; by developing a familiarity with particular fields of enquiry with a view to understanding the needs and modes and patterns of leading edge research in these fields; by managing the work of contractors and the timely delivery of products; by being the point of contact and the liaison person with other sections of the CFI.
- Represents the CFI on inter-agency committees and academic associations, as well as at public events.
- Serves as principal liaison with one or more provincial matching funding programs ensuring effective harmonized program processes.

## Senior Programs Officer (Maternity leave)

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### QUALIFICATIONS:

The incumbent shall:

- Be fluent in both official languages;
- Have experience in program design and management;
- Have comprehensive knowledge of Canada's research community;
- Have a university degree, preferably a post-graduate degree;
- Have excellent consultative, analytical, problem solving and decision-making skills
- Be a team player with strong interpersonal, time management and organizational skills.
- Have experience in overseeing and monitoring large research funding or research infrastructure awards

### Salary

Salary will be commensurate with qualifications and experience.

**Please send your cv and a covering letter by end of day on April 19, 2017 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

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 equality 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.