

*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 assists in the design, development and implementation of the CFI's funding programs and policies, coordinates the merit review processes of proposals and makes recommendations on final budgets and change requests for CFI awards to the Senior Programs Officers.

**Objectives of this Position**

- Contributes to the oversight and management of CFI awards by responding to queries from institutions across Canada, by negotiating project timelines, and by analyzing project budgets and amendment requests to formulate recommendations to the Senior Programs Officer.
- Participates in the design, delivery and continuous improvement of CFI funding competitions.

**Key activities:**

- Provides client service to CFI-eligible research institutions and funding partners by responding to information requests, including explaining the CFI mandate, programs and policies.
- Reviews, analyzes and recommends actions relating to institutional queries for both the pre- and post-award phases of CFI projects. A typical portfolio of institutions includes over 40 research institutions spanning large universities, smaller universities, colleges, and research institutes managing nearly \$600M in CFI funding in 500 CFI awards.
- Analyzes final project budget and amendment requests (~150 per year) in a timely fashion and formulates recommendations to the appropriate Senior Programs Officer.
- Participates on competition planning team(s) and contributes to the development of competition documentation, including guidelines, communications and review materials.
- Analyzes proposals and associated documentation to ensure compliance with CFI requirements.

## Programs Officer

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- Participates in the planning, organization and conduct of merit review committee meetings, in coordination with the Senior Programs Officers and competition teams, including identification and recruitment of Canadian and international 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
- 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:

- Excellent proficiency in both official languages, including oral and written communication skills, is mandatory for this role
- 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.
- 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 as soon as possible. Qualified candidates will be contacted and invited for an interview promptly after receipt of their application. Send your CV and covering letter to:**

**Programs Officer**

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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.*