

SUMMER POSITION – INTERNATIONAL AID AND DEVELOPMENT PROJECT OFFICER – ASIA/MIDDLE EAST

Full-time Position, 35 hours per week

Proposed Start Date: 12 July 2021

Duration: 8 weeks

Compensation: \$24.25/hour and standard employment benefits

Trade Facilitation Office (TFO) Canada is a non-profit organization whose mission is to improve lives by creating sustainable trade partnerships for exporters from developing countries with Canadian and foreign buyers. TFO Canada assists Small and Medium sized enterprises (SMEs) and Trade Support Institutions (TSIs) from developing countries to access international markets through information, advice and contact services. Since 1980, TFO Canada's internationally experienced project staff and sectoral experts have been providing trade promotion and capacity building services to tens of thousands of SMEs and TSIs from Latin America and the Caribbean, Africa, Asia and the Middle East.

REPORTING RELATIONSHIP: The **Project Officer** (PO) will work under the supervision of the Project Manager for the Asia/Middle East region and in collaboration with TFO Canada Regional teams, primarily the Project Managers and Project Officers.

The Project Officer will support the Regional Team with the implementation of the following activities:

- Support Trade Support Institutions (TSIs) with the implementation of Gender Action Plans for their organizations
- Assessment and strengthening of TSIs environmental and human rights training modules
- Design of export readiness and market entry training for the Canadian and other Markets
- Implementation of the Women Exporters Fund

Responsibilities and Tasks:

The PO will provide support for day-to-day program and event logistics, communications and research, and reporting and information administration. Specific responsibilities will include:

Program support & logistics:

- Support Project Manager with the organization and logistics of trade-related technical assistance and capacity building activities, take quotations and finalize service agreements as required;
- Support with the organizing of information sessions, webinars, workshops and other events in particular using digital platforms and tools

Communications & Research:

- Support Project Manager in liaising with project stakeholders, consultants and vendor contracting, etc.
- Support Project Manager with inquiries received from developing country exporters, trade support institutions or buyers;
- Create/add content to TFO Canada's website and social media platforms;
- Conducting research (e.g. trade data), identify training and capacity building opportunities and help prepare presentations and other communications materials for stakeholders

Reporting and Information administration:

- Support Project Manager with tracking expenses, consultant time, applications for the Women Export Fund using relevant tools e.g. excel sheets

- Help compile project reports including data collection and preliminary analysis;
- Help record, collate and synthesize results and lessons learned from TFO Canada activities
- Ensure proper paper and electronic recording and filling of program related documents and information;
- Help maintain databases for TSIs, exporters, consultants, embassy representatives and others;

REQUIREMENTS:

- Between 15 and 30 years of age to qualify under the Canada Summer Jobs 2021 Program
- A relevant degree, example International Development, International Affairs, International Trade and Commerce, etc.; graduate degree considered an asset
- Good spoken and written English communications skills;
- Good computer applications skills and digital skills, particularly Sharepoint, Word, Excel, Outlook, Teams, Survey Monkey, Zoom, etc.
- Some work experience in a related field
- Well organized and highly professional
- Self-starter and independent worker
- Able to work well in a team and remotely
- Understanding of Results Based Management considered an asset

Application Instructions:

1. Application deadline: 11 June 2021
2. Send a cover letter and a current C.V. to Human Resources – hr@tfoCanada.ca
3. Please indicate ‘Summer Position – Project Officer – Asia/Middle East’ in the subject line.

4. Only candidates to be interviewed will be contacted.

5. Candidates may also apply through Canada Summer Jobs #3618330 www.jobbank.gc.ca.

This position is partially funded by Canada Summer Jobs 2021.

TFO Canada strives to ensure gender equality for men and women in their participation in TFO Canada’s programs, projects and activities, and also in TFO Canada’s employment, contracting and management opportunities.

For more information on TFO Canada visit www.tfoCanada.ca