



# Union of Medical Care and Relief Organizations Canada

**Job Title: Programs Manager**

**Reports To: Acting COO**

**Location: UOSSM Canada Office**

**Job Type: Full Time-Permanent**

## **About UOSSM Canada:**

Union of Medical Care and Relief Organizations Canada (UOSSM Canada) is a leading nonprofit organization dedicated to providing medical aid and support to those in need around the world. Our mission is to alleviate suffering and provide humanitarian and medical assistance to victims of crises and disasters. We are committed to developing sustainable solutions that promote health and well-being.

## **Job Description:**

UOSSM Canada is seeking a dynamic and experienced Programs Manager to join our team. The Programs Manager will play a key role in planning, implementing, and overseeing our humanitarian programs and projects. This individual will work closely with internal teams, partners, and stakeholders to ensure the successful delivery of our programs, while upholding our commitment to excellence, integrity, and accountability.

## **Key Responsibilities:**

- Lead the planning, development, and implementation of UOSSM Canada's programs and projects.
- Collaborate with internal teams to identify program objectives, strategies, and targets.
- Develop detailed project plans, timelines, and budgets, and ensure adherence to established goals and deadlines.
- Monitor program progress, performance, and outcomes, and make recommendations for improvement as needed.
- Build and maintain strong relationships with donors, partners, and stakeholders, and represent UOSSM Canada in meetings, events, and forums.
- Oversee the recruitment, training, and management of program staff and volunteers.
- Ensure compliance with relevant regulations, policies, and procedures, including those related to finance, procurement, and reporting.



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- Prepare and submit regular reports to senior management, donors, and funding agencies, and participate in program evaluations and assessments.

## Qualifications:

- Bachelor's degree in international development, humanitarian assistance, public health, or a related field; Master's degree preferred.
- Minimum of 8 years of experience in program management, preferably in the humanitarian or non-profit sector.
- Proven track record of successfully managing and implementing complex programs and projects, including budgeting, monitoring, and reporting.
- Strong leadership, communication, and interpersonal skills, with the ability to work effectively in a multicultural and multidisciplinary team environment.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines under pressure.
- Familiarity with humanitarian principles, standards, and best practices, as well as donor requirements and compliance.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and project management software Asana is a plus.
- Fluency in English; proficiency in other languages (e.g., Arabic, French) an asset.

## How to Apply:

Interested candidates are invited to submit their resume and cover letter via email to [y.zahgloul@uossm-canada.org](mailto:y.zahgloul@uossm-canada.org) Please include "Programs Manager" in the subject line.

## Deadline for Application: February 26th, 2024

UOSSM Canada is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Thank you for your interest in joining the UOSSM Canada team! Together, we can make a difference in the lives of those in need.