



Transforming natural resource management
Empowering communities

Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

Position:	Technical Director
Location:	Ottawa, Canada
Deadline for applications:	Applications accepted on a rolling basis
Starting date:	As soon as possible
Duration:	Short-term contract (maternity leave replacement with possibility of extension)
Salary Range:	CAD \$79,167.10 - \$91,042.16 (excluding fringe benefits)

About IMPACT

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

IMPACT is headquartered in Ottawa, and has offices in the Democratic Republic of Congo, Uganda and will be opening an office in Cote d'Ivoire in 2019. For more information, please visit www.impacttransform.org.

Technical Director

The Technical Director is responsible for identifying strategy needs at programming and institutional levels across IMPACT. They work with our subject matter experts, project managers, and operations teams to develop and implement these strategies. This includes ensuring that IMPACT's programming is implemented in a coordinated manner, in line with IMPACT's strategic plan, and ensuring effective communication and coordination between the various departments.

The Technical Director also supports organizational development and outreach, including the development of new systems and processes to ensure effective communication and collaboration. They engage with external stakeholders on IMPACT's behalf in order to help raise the profile of the organization and identify new partners and collaborators.

Key Responsibilities

The Technical Director is accountable for carrying out the following key responsibilities:

Strategy Need Identification, Coordination & Communication

- Enables the identification of strategy needs at both programming and organizational levels.
- Identifies and coordinates relevant specialists and staff (and, if needed, external parties) to jointly develop needed strategies.
- Communicates across the entire organization strategies that have been developed, their justification and provide updates on their implementation.
- Ensures all strategies include gender considerations and impacts.



Organizational Capacity Building

- Contributes to the development and implementation of the organizations internal systems and processes for consultation and communication of key strategies .
- Supports internal organizational learning by documenting key strategies, their justification, and evolution and impact over time.

Programmatic Support

- Provides guidance and direction to project managers and subject matter experts implementing IMPACT's projects.
- Leads and/or supports the development of new potential projects, ensuring effective coordination among all of IMPACT's departments.
- Closely follows latest trends and developments in IMPACT's areas of work.

Innovation & Fundraising

- Identifies opportunities for partnerships and collaboration to maximize the effectiveness of IMPACT's projects and approaches.
- Identifies opportunities for innovation and impact—opportunities where IMPACT can provide value added in the interest of improved governance systems that benefit local, resource-rich communities in conflict-affected contexts and where human rights are at risk.
- Reviews or drafts concept notes and funding proposals.

Outreach & Representation

- Represents IMPACT at meetings/events on mineral governance, policy, and practice on as needed basis.
- Participates in relevant sector or commodity-specific Multistakeholder Forums and communicates outcomes and developments to relevant staff.
- Liaises with government officials, communities, and private sector actors in the interest of advancing improved mineral governance and IMPACT's mission.
- Supports the review of communications materials as needed (website material, briefs and other materials).
- Writes blog posts and other communications materials as needed.

Human Resources

- Supervises staff and consultants.
- Conducts annual performance evaluations of all staff reporting to them.

Candidates are asked to clearly demonstrate in their applications how they meet the requirements of the position.

The successful candidate **MUST** have the following qualifications, experience and skills:

- A Master's degree or equivalent in a relevant field such as international development or development economics, conflict studies or equivalent;
- At least 10 years of management experience in progressively senior roles;
- At least 5 years' experience in the international development sector;
- Worked abroad (either via frequent travel or long-term assignments);
- Management of the full life-cycle of a project: initiation, planning, monitoring, execution, reporting and closing;
- Experience managing teams (including direct management of staff);



- Experience in budget management;
- Experience in fundraising and managing grants;
- Experience working with a diverse group of stakeholders;
- Experience with public speaking to diverse groups of audiences and stakeholders, including at conferences, large events, and with media;
- Ability to operationalize overarching strategic objectives into measurable outputs;
- Ability to travel frequent (up to 30% of time)
- Excellent written and oral capabilities in either English or French, with a strong working ability in the other;
- Advanced Microsoft office skills (Word, Excel, Powerpoint).

The following skills and experiences will be considered as assets, but are not required:

- Other languages (Arabic, Spanish, or Swahili) are considered an asset.
- Experience working on artisanal mining issues especially as relates to international development, including social, economic and environmental issues.
- Knowledge of conflict and peacebuilding and their linkages to natural resource governance are considered an asset.
- Experience traveling or working in conflict-affected context and fragile environments
- Experience in monitoring and evaluation (e.g. baseline studies; identification of indicators, etc.).
- A basic understanding of issues surrounding human rights and conflict in Africa, transparency and accountability in the extractive sector, and corporate social responsibility.
- Experience working in a policy or advocacy capacity, preferably with an NGO.
- Familiarity or experience with responsible sourcing initiatives

Key Competencies:

- Excellent strategic level thinking and solutions oriented;
- Ability to manage a complex workload and prioritize needs;
- Excellent interpersonal skills and highly collaborative, yet capable of taking critical and time-sensitive decisions independently;
- Highly analytical and able to absorb technical knowledge quickly;
- Ability to travel in difficult, unpredictable and insecure environments, exercising superior judgement skills;
- Works well under pressure
- Strong communication skills (internal and external): written, oral (English-French) includes exceptional listening skills and emotional intelligence

IMPACT's headquarters are located in Ottawa. Applicants must be Canadian citizens or have permanent residency status in Canada, and be legally entitled to work in Canada.

To apply

Send the following information by email to jobs@impacttransform.org

- A **cover letter** explaining your interest in the position
- Your **curriculum vitae**
- The completed **Supplementary Information Form**

Only shortlisted candidates will be contacted. No walk-ins or phone calls please.

