



Transforming natural resource management  
Empowering communities

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

## Program Coordinator

**Location:** Remote (Americas, Africa or Europe), preference for staff based in country with IMPACT office

**Reports to:** Deputy Executive Director

**Status:** Fulltime

**Deadline:** 9 February, 2026

**Languages:** French and English (Fluent), Spanish (Working Proficiency)

### Important Note on This Position

This position is linked to anticipated funding opportunities in Latin America and Francophone West Africa. The offer of employment and the start date are contingent upon the final approval of donor funding. We are seeking to identify qualified candidates now to ensure a rapid start-up once the project is launched, expected to launch in March 2026.

### 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, Canada and has offices in Uganda, Burundi, Côte d'Ivoire, Democratic Republic of Congo, Uganda and Zimbabwe. Learn more at [www.impacttransform.org](http://www.impacttransform.org)

### Overview

The Program Coordinator is a critical management role, responsible for a portfolio of projects, they create the enabling conditions for teams in countries of operation to effectively implement IMPACT programming and realize desired outcomes. The Program Coordinator ensures projects align with organizational goals and donor requirements, facilitating seamless collaboration between national management and ground-level teams, and is accountable for project compliance and quality control.

### Primary Responsibilities

#### **Project Coordination and Quality Assurance (50%)**

- Act as a central liaison, communicating project scope, objectives, and deliverables between national management, project teams and partners.
- Collaborate with project managers to develop comprehensive project plans, including detailed activity schedules, budgets, and resource allocations using Results-Based Management (RBM).
- Organize and facilitate regular project meetings, ensuring clear documentation and follow-through on action items.
- Provide ongoing support and guidance to project staff, fostering successful implementation.

- Rigorously monitor project progress, identifying potential delays or risks and proactively proposing solutions to ensure high-quality outcomes.
- Regularly prepare clear and informative project progress reports for donors and IMPACT management.
- Meticulously review and approve project-related contracts, ensuring compliance with IMPACT's standards and donor agreements.

#### **Finance & Administrative Oversight and Human Resources (30%)**

- Review and approve project expenditures with a focus on budget alignment and financial accountability.
- Collaborate with relevant departments to manage contracting processes for relevant project personnel and services.
- Carry out regular competency assessments of staff that directly report; monitor and document improvements and enable conditions for professional growth and learning.

#### **Team Support (20%)**

- Offer guidance and support to IMPACT staff, promoting positive work and learning environments.
- Assist team members in developing effective work plans and optimizing time management strategies.
- Assist team members in managing project budgets including timely reporting, planning and analysis (using Budget Variance Analysis or Budget versus Actuals)
- Champion IMPACT's organizational policies (Code of Conduct, Safeguarding Policy, etc.) and procedures ensuring team-wide understanding and adherence.

#### **Essential qualifications, expertise, and skills:**

- Undergraduate degree or equivalent in fields such as Social Sciences (International development, Sociology, Political Science, etc.), Engineering, Business, Administration or other.
- At least 8 years of relevant experience in project management of international development programs.
- At least 5 years of demonstrated experience managing teams consisting of multiple staff/consultants.
- Experience with project reporting processes and donor management, preferably with at least one of the following donors: Global Affairs Canada, EU, UNEP, GIZ, USAID.
- Experience with monitoring and evaluation, with preference for familiarity with GAC Results-based Management (RBM).
- Proficiency with a variety of professional software systems (e.g. Microsoft Word, Excel, Zoom, Box, etc).
- Preference for experience on IMPACT thematic focus (natural resource governance, artisanal and small-scale mining).
- Candidates must be fluent in French and English (spoken, written and reading), and proficient in Spanish (spoken and reading).

**Competencies:**

- Problem solving, good judgment, analytical, and logical thinking.
- Personable; Good communication skills.
- Strong organizational skills, planning and time management, and the ability to multitask.
- Good ability to work in a team, in an intercultural environment and to maintain good interpersonal relationships.
- Integrity and strong ethics.
- Leadership and motivation: commitment to excellence in performance by showing enthusiasm for the job as well as personal conviction, strength of character and trust in the team.
- Rigor and concern for accuracy, precision and compliance with standards.

**Benefits:**

- Competitive salary.
- We're a tight-knit, fast-paced organization with a vibrant and diverse team working in six countries, including Canada. Be prepared to thrive in a dynamic environment where things change quickly and collaboration is key. You'll work alongside people from various backgrounds and perspectives, making our work all the more innovative. We value our mission deeply and are driven to make a positive impact in the world.

**To Apply**

Send the following information by email to [jobs@impacttransform.org](mailto:jobs@impacttransform.org) :

- A **cover letter** explaining your interest in the position (maximum 2 pages)
- Your **curriculum vitae** (maximum 3 pages)

**In the subject of the email please state:** the position you are applying for and your name.

**Deadline for applications:** February 9, 2026

We thank all candidates but only those selected for an interview will be contacted. Due to the volume of applications received, we ask that you do not follow up on your application.