



IDENTIFICATION

Title	Director, International Programs
Reports to	Vice-President, International Programs
Supervises	Program staff – three senior program officers
Date created	January 2025
Job level / classification	Director
Salary range	\$95,000 to \$120,000

We are seeking a dynamic and experienced individual to join our international programs team. As the Director you will lead, manage and deliver selected program activities that contribute to program goals and objectives detailed in program agreements, workplans, frameworks and work orders.

If sharing your knowledge and working with other countries' supreme audit institutions (SAIs) interests you and you meet the criteria below, we look forward to hearing from you.

ABOUT THE FOUNDATION

The Canadian Audit and Accountability Foundation (CAAF) is a not-for-profit organization dedicated to promoting and strengthening public sector performance audit, oversight, and accountability in Canada and abroad through research, education, and knowledge sharing.

Since 1980, we have collaborated with legislative auditors and other partners from across the country to share Canadian expertise and leadership with supreme audit institutions (SAIs) and legislative oversight committees in developing nations. The Foundation supports capacity-building programs in select countries, with funding provided by Global Affairs Canada (GAC).

ABOUT THE PROGRAM

Global Affairs Canada has funded international programs at CAAF since 1980. The current contract for the International Governance, Accountability and Performance (IGAP) project is to work with the Guyana, Rwanda, Senegal and Vietnam SAIs to contribute to improved transparency, effectiveness, accountability and governance in the management of public resources and delivery of services for citizens. Current and future CAAF international programs will focus on projects that consider the United Nations Sustainable Development Goals (SDGs).

PROGRAM MANAGEMENT RESPONSIBILITIES

Program Management and Support to Professional Development

- Contribute to the development of annual workplan and annual reports
- Participate in program strategic planning
- Actively engage, manage and maintain good relationships with associates and Canadian and international stakeholders
- Represent CAAF at meetings and events in Canada and abroad
- Contribute to proposals and project opportunities
- Mentor and provide direction to program staff
- Work with staff on annual performance targets and reviews
- Contribute to or manage the development of courses and resource material
- Participate in other duties as assigned to meet the business needs of the organization or program

Country SAI Files and Missions

- Participate in SAI baseline studies, analyse needs and recommend capacity development options
- Work with senior project officers to develop annual country action plans
- Manage relationship between program and recipient country(ies)
- Meet (virtual or in-person) with SAIs to identify needs, recommend activities and follow program impact
- Lead Canadian, partner countries and other international missions
- Deliver some in-country performance audit courses, mentoring and lead partnership meetings

Fellowship & Leaders Programs

- Manage the selection of Fellowship candidates with the SAI strategy for performance audit
- Participate in interviewing and selecting Fellowship candidates
- Work with senior program officer to set agendas for programs
- Provide subject matter guidance and options to meet Fellowships' professional development needs
- Engage with stakeholders, Canadian and international
- Additional responsibilities can include delivering customized training material, supporting Fellows in their audit projects and participating in audit challenge sessions

Programs Supporting Professional Development

- Contribute to development of courses and resource material
- Lead Canadian, partnership countries and other international missions
- Participate in other duties as assigned to meet the business needs of the organization or program

EDUCATION, PROFESSIONAL DESIGNATION & EXPERIENCE

Required

- University degree in public administration, international development or similar
- Ten (10) years' work experience
- Ability to work effectively, written and spoken, in English
- Knowledge of Canadian and international
 - Performance audit methodologies, practices and related standards
 - Roles and functions of a legislative audit office
 - Governance and public administration practices
 - Parliamentary oversight practices

Preferred

- Ability to work in other languages
- Developed network of individuals and institutions engaged in public sector administration, auditing and oversight in Canada and abroad

ESSENTIAL SKILLS

- Strong project and people management abilities
- Expertise in developing and delivering adult-learning and education
- Advanced verbal and written communication skills
- Strong presentation, teaching and coaching abilities
- Cooperative and collegial approach to working with Boards, management, staff, and members of a broad stakeholder group
- Comfortable working with individuals from different countries and cultures

PERSONAL ATTRIBUTES

Canadian Audit & Accountability Foundation employees are expected to demonstrate initiative and resourcefulness, to be highly organized and adapt to changing priorities. Employees should exhibit strong interpersonal and communication skills and show good judgement. They must be hands on and be able to work well as part of a small but energetic team.

WORKING ENVIRONMENT & TRAVEL

- This position is based in Ottawa and requires both domestic and international travel.
- This position will be required to work outside of regular business hours, particularly when working with partner countries under different time zones and during travel.
- We offer a hybrid working model – a positive, balanced, work environment where there is trust, cooperation, risk-taking support, accountability, and equity.
- CAAF offers a competitive employee benefits package, including 4 weeks' vacation, a total of 15 statutory and CAAF paid holidays (i.e.: office closed between December 25th and January 1st), 6 personal/sick days per year, limited health/dental, vision coverage, and matching RRSP.

APPLICATION PROCESS:

If you share our passion for public sector audit, and are committed to the CAAF values, please submit a cover email/letter and your resume to: career@caaf-fcar.ca.

We are open to a secondment if preferred by a qualified candidate.

Deadline to apply: We will begin reviewing applications on a rolling basis until February 7th, 2025. Only candidates invited for an interview will receive a notification.