



IDENTIFICATION

Title	Senior Officer, Professional Development
Reports to	Director, Professional Development
Supervises	---
Date created	July 2024
Date last updated	September 2024
Job level / classification	Senior Officer
Salary range	\$75,000 to \$90,000

We are seeking a dynamic and experienced individual to join our professional development team. As a Senior Program Officer, you will be responsible for designing, developing, and delivering cutting-edge, and engaging audit training courses and supporting research materials. If making audit exciting interests you, and you meet the criteria below, we look forward to hearing from you.

The Canadian Audit and Accountability Foundation (CAAF) is dedicated to advancing public sector audit, oversight, and accountability in Canada and abroad.

MAIN DUTIES AND RESPONSIBILITIES

- Develop and adapt course content to meet clients' needs through coordination with internal departments, content experts and teaching associates.
- Contribute to the development of cutting-edge training material.
- Coordinate, schedule and deliver courses, training programs, learning events, and capacity building activities in Canada and internationally.
- Create new professional development activities, as required.
- Track the impact of professional development activities and suggest changes when necessary.
- Monitor developments in relevant professional standards, training methodologies and related technologies and suggest appropriate responses.
- Liaise with CAAF member and client organizations in the public sector audit and oversight community, in federal, provincial, and municipal governments. Determine and plan their professional development (PD) needs and promote CAAF courses.
- Build and maintain mutually beneficial relationships with relevant international and Canadian organizations, external collaborators, and experts.

- Work with the Director, Professional Development to identify potential new lines of business and new PD clients.
- Work with the marketing and communications team to ensure that products and services are promoted appropriately.
- Contribute to the strategic direction and annual planning of professional development for CAAF.
- Manage project budgets.
- Develop proposals for training and consulting services in response to client and member needs.

EDUCATION AND EXPERIENCE

Required:

- University degree in areas such as accounting, finance, business, social sciences, or public administration.
- Five (5) to seven (7) years' work experience in performance auditing or internal auditing and/or evaluation in the public sector.
- Minimum of two (2) years of relevant and practical experience delivering professional development activities and/or working in a membership-based organization.
- Fluency in oral and written French and English (Other languages are an asset).
- Canadian citizen or legal status to work in Canada.
- Ability to travel domestically and internationally.

Preferred

- Subject matter expertise related to Canadian and international audit methodologies, practices, and related standards.
- Master's degree in a related area.
- Experience working in a not-for-profit organization.
- Experience delivering training content using a virtual platform.
- Experience developing and delivering adult-learning and education.

COMPETENCIES

Canadian Audit and Accountability Foundation employees are expected to demonstrate teamwork, initiative, and resourcefulness, to be highly organized able to 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, assisting others in the organization when necessary.

WORKING CONDITIONS

- 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 3 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, health/dental, vision coverage, and matching RRSP.
- CAAF will consider applicants from across Canada interested in taking on this position remotely.
- Employees based outside of Ottawa will be expected to travel to Ottawa up to four times a year or as the job demands. Business travel and accommodation expenses will be covered by CAAF.
- This position requires some overnight travel to locations within Canada and internationally.
- Will be required to work outside of normal business hours, particularly when working with international members under different time zones and during association travel.

APPLICATION PROCESS:

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

We are open to secondment and short-term work arrangements if preferred by a qualified candidate

Deadline to apply: We will begin reviewing applications on a rolling basis until October 28th.

ABOUT THE CANADIAN AUDIT AND ACCOUNTABILITY FOUNDATION

CAAF is a not-for-profit organization dedicated to promoting and strengthening public sector audit, oversight, and accountability in Canada and globally through research, education, and knowledge sharing.

Since 1980, we provide research, training, and guidance to public sector auditors across Canada and internationally, both with developed and developing countries. Our professional development program includes a wide range of topics primarily focused on performance auditing, and internal audit.

Members and clients include legislative auditors and internal auditors at the federal, provincial, and municipal order of government in Canada, and abroad.