

Director, CIFAL York – Job Description

CIFAL is a French acronym for International Training Centres that are established in collaboration between the United Nations Institute for Training and Research and host local institutions. CIFAL hubs share knowledge and build capacity around the world. CIFAL York is the first in Canada. CIFAL York will focus their activities in the following areas: Health and Development, Disaster and Emergency Management, Entrepreneurship and Economic Development, Diversity and Inclusion and Advancing the UN's Sustainable Development Goals.

The Director of the Centre is responsible for the overall management of the centre, the execution of its activity plan, relationships with stakeholders, and ensuring compliance with the objectives set out for the Centre.

This position will be held by a full-time York University faculty member, who will receive a minimum annual teaching load reduction of 1.0 FCE.

Reports to: President and Vice Chancellor, York University

Individuals who are interested in applying for this role are asked to send a cover letter outlining their interest in the role and their CV to ppeng@yorku.ca by Monday, January 18, 2021.

Roles and responsibilities:

Strategic Development and Overall Management:

- Develop, jointly with the partners of the CIFAL centre, the yearly training schedule based on a needs assessment
- Organise the meetings of the CIFAL York External Advisory Committee that will assemble all partners and give strategic directions to the CIFAL centre
- Review and submit the financial statements and any other documents necessary for the correct functioning of the CIFAL centre as requested by the partners for review and approval
- Participate in the annual CIFAL Global Network Steering Committee meeting
- Oversee the creation of the annual financial and programme reports to be delivered in the annual SDP Steering Committee meeting
- Identify names of potential members of the CIFAL York External Advisory Committee

Capacity Development activities:

- Draft an annual training plan for the CIFAL Centre in support of our four areas of focus.
- Draft the agenda of the training sessions, jointly with the partners of the CIFAL Centre
- Invite the speakers jointly with the partners of the CIFAL Centre
- Select participants jointly with the partners of the CIFAL Centre
- Facilitate ice-breaking, introductory and wrap-up sessions and any others that may fall into his/her area of expertise
- Prepare the reports of the training sessions with the input of involved partners
- Explore academic and research opportunities of collaboration for CIFAL within and outside the University.
- Ensure follow-up of training sessions and liaise with alumni of CIFAL York

Internal Responsibility:

- Carry out programmatic/administrative tasks necessary for the functioning of the Programme
- Recruit staff for CIFAL centre taking into account gender balance and special needs in substantial areas
- Manage, guide, develop and train staff under her/his supervision
- Foster teamwork and communication among the staff

External Outreach:

- Oversee communication (website, newsletters, correspondence etc.)
- Participate in fund-raising efforts for the CIFAL Centre in partnership with the Division of Advancement
- Develop and carry out strategic partnerships in collaboration with the Government and Community Relations team
- Liaise with the CIFAL Directors and with UNITAR in matters concerning the CIFAL Network

Qualifications:

Education: A PhD, or a Masters degree in combination with relevant professional experience in a relevant field including emergency and disaster management, health, environmental, economic or social sciences

Experience: Five to ten years of progressively responsible experience in substantive areas of training programme design, fundraising and partnership building, strategy formulation, project planning, management and facilitation of training sessions.

Language: Fluency in oral and written English.

Competencies:

- Knowledge of the substantive field of work in general and of specific areas covered by the CIFAL Centre including:
 - Health and Development
 - Disaster and Emergency Management
 - Entrepreneurship and Economic Development
 - Diversity and Inclusion and
 - Advancing the UN's Sustainable Development Goals.
- Demonstrates professional competence and mastery of subject matter
- Speaks and writes clearly and effectively
- Tailors language, tone, style and format to match audience
- Works collaboratively with CIFAL and UNITAR colleagues to achieve organizational goals
- Takes ownership of all responsibilities and honours commitments
- Delivers outputs for which one has responsibility within prescribed time, cost and quality Standards
- Establishes and maintains productive partnerships with clients by gaining their trust and respect
- Identifies client's needs and matches them to appropriate solutions
- Effective training facilitation skills
- Actively seeks to improve programmes or services
- Offers new and different options to solve problems or meet client needs

- Keeps abreast of new developments in own occupation/profession
- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments
- Adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Contacts within and outside local governments, including the academia, international organisations and the private sector in order to invite lecturers and resource persons for the training sessions as well as engaging partners to the CIFAL Centre
- Organizational skills for running the training sessions and overseeing the work of the secretariat of the CIFAL