



## Project Manager

### About CSIH

The Canadian Society for International Health (CSIH) is a leader in global health and development committed to improving health and health equity in Canada and worldwide. For more than 20 years, CSIH has been an executing agency for health and development projects and has promoted and facilitated research, education, and service activities in global health. CSIH has been supporting health systems strengthening efforts in Tanzania through two ongoing projects since 2016; the TAMANI Project and ENRICH Project.

### Position Overview:

**Position title:** Project Manager  
**Reporting to:** Executive Director, CSIH  
**Term:** April 6, 2021 to September 30, 2021 (Maternity Leave Cover)  
**Location:** Remote (with possible travel to Ottawa)

**Summary:** The Project Manager will plan, execute, and monitor CSIH technical assistance projects on RMNCAH in Tanzania; namely the TAMANI and ENRICH Projects. Both projects are in their end phases, and set to close June 30<sup>th</sup> and September 30<sup>th</sup> respectively. The main activities under this role will be to coordinate endline evaluations, prepare final project documents and policy briefs, organize and participate in dissemination and hand-off events, and final project reporting.

### Duties and Responsibilities:

- Work with the CSIH Management Teams in the overall administration and implementation of projects as required;
- Liaise and communicate with CSIH project management staff, consultants, field offices, partners and key stakeholders as required;
- Oversee project activities to ensure they are conducted in line with work plans and Client timeframes;
- Liaise and communicate with project partners and ensure coordination and harmonization of activities;



- Liaise and communicate with field administrative offices and staff with regards to the logistics for project missions;
- Oversee/manage project consultants and sub-contracts to ensure they remain on task and provide support with logistics and development of project materials;
- Ensure pre-departure logistics for missions (visas, travel arrangements, finances) are appropriately arranged;
- Coordinate the development of training materials and other documents needed for successful implementation of projects, and ensure these materials are disseminated appropriately;
- Coordinate and execute monitoring and evaluation of project activities and outcomes
- Review project documents and deliverables prior to submission to the Client;
- Prepare reports to Client as per contract, as directed;
- Prepare project budgets, financial projections, financial reports, etc. as required;
- Other duties as assigned.

#### **Specific Deliverables:**

- Final Evaluation Reports for both TAMANI and ENRICH Projects
- Final Project Narrative Reports for both TAMANI and ENRICH Projects
- Final Project Financial Reports for both TAMANI and ENRICH Projects
- Other Project Documents, including:
  - Facilitation Guides and Training Packages for all streams of project activities
  - Policy Briefs on Planning & Budgeting and Supportive Supervision

#### **Qualifications:**

- Have a high interest in public health and global development
- Bachelor's Degree in public health, policy, global development or other applicable field; Master's Degree is desired
- Excellent project management skills with a minimum of 3-5 years' experience
- Solid understanding of Results-Based Management principles
- Good knowledge of monitoring and evaluation techniques and practices, and strong analytical skills
- Experience with Global Affairs Canada (GAC) reporting strongly preferred (financial and narrative)
- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to manage multiple priorities at the same time
- Equally effective working independently or as part of a team
- Able to work under minimal supervision



**CSIH** CANADIAN SOCIETY FOR  
INTERNATIONAL HEALTH  
**SCSI** LA SOCIÉTÉ CANADIENNE  
DE SANTÉ INTERNATIONALE

- Ability to work occasional overtime and/or weekend work
- Have the legal right to work in Canada

**Applications due March 26, 2021**

Please submit a cover letter and CV to [info@csih.org](mailto:info@csih.org)