

Vice President/Head of Project and Head of Project Portfolio
Public Sector/International - Senior Role (Contract)

Terms of Reference

Note: this is a contractual position with an expected 50 days of work required over a 10-month period, beginning in January of 2024.

Background

IOG is currently implementing the "Citizen Centricity and Participation" project, which aims to proactively implement actionable insights obtained from a previous assessment. The primary goal of this initiative is to enhance the quality of citizen-centric service delivery and increase citizen engagement at the local level, especially in public projects. The ultimate outcome aspires to cultivate governance that is more comprehensive, streamlined, and responsive.

Objective

We're searching for a capable Vice President/Head of Project and Head of Project Portfolio Public Sector/International to lead the "Citizen Centricity and Participation" project in Iraq. This assignment strives to improve citizen engagement and service delivery in specific administrative regions. The project's objectives are twofold:

- Enhance the current citizen complaint management system at the local level, making it more responsive and accessible.
- Facilitate citizen engagement in public projects, leading to informed decision-making and project planning at the local level.

Scope of work

The Vice President/Head of Project and Head of Project Portfolio for the "Citizen Centricity and Participation" project in Iraq will be responsible for overseeing and driving the successful implementation of the project. The scope of work includes:

- Lead the strategic direction for the entire "Citizen Centricity and Participation" project, ensuring alignment with organizational goals and objectives.
- Oversee the operations of the project, ensuring timelines and milestones are met.
- Collaborate strategically with relevant stakeholders to identify and implement improvements for a more responsive and accessible system.
- Build and maintain strong relationships with key stakeholders, including government agencies, and international partners.
- Lead a robust monitoring and evaluation framework to assess the impact and effectiveness of the project and regularly review project performance metrics and make data-driven decisions as needed.

- Ensure financial resources are allocated efficiently to support project goals.
- Provide regular updates to senior management and stakeholders on project progress via comprehensive reports detailing achievements, challenges, and recommended strategies for improvement.

Education:

Essential: A bachelor's degree in a relevant field such as project management, business administration, or a related discipline from a recognized university.

The preferred candidate has a master's degree (e.g., MBA, MSc, or MA) in a relevant field.

Industry Experience:

Minimum 20 years of experience in providing strategic advice and recommendations to senior management and elected officials (Deputy, Minister or equivalent), and of which 5 years at a senior role (Vice President/Assistant Deputy Minister level) in both a public sector environment and not for profit environment.

Minimum 10 years of experience managing the development and implementation of international development programs and/or policies and of which 5 years are in the Middle East.

Significant experience in developing and maintaining strategic partnerships with internal and external stakeholders.

Significant* experience in the management of human** and financial resources.**

Significant risk management experience: Proficiency in identifying, assessing, and mitigating risks associated with large-scale projects, including geopolitical and security risks.

Knowledge:

Excellent knowledge and skills in public policy, public sector governance, strategic planning.

A general understanding of the Middle East region, including its culture, politics, legal regulations, and business practices. Familiarity with Iraq is highly beneficial and preferred.

January 2, 2024

Knowledge of current and emerging issues and trends affecting Canada's international policies - political, economic and developmental.

Leadership and Management Skills:

Strong leadership skills to lead cross-functional teams and manage diverse stakeholders effectively with cultural sensitivities.

Excellent program and project management skills, including the ability to oversee the planning, execution, monitoring and control projects.

Excellent interpersonal, collaboration, communication and writing skills.

Proven flexibility and adaptability: the capacity to adapt to changing circumstances, unexpected challenges, and evolving project requirements.

Language: English is essential at both written and oral levels. Knowledge of Arabic advantageous.

Travel: Ability to travel to Iraq as required.

Location: This is an Ottawa based position and requires virtual and some (but limited) in-office work.

Citizenship: Applicants must be Canadian citizens.

*Significant means complex activities related to this task in a variety of situations.

**Please indicate the number of employees you supervised directly and the size of budget for which you were directly responsible, and or amount of growth and revenue generated in a non for profit environment.

We welcome potential candidates to send their CVs to hr@iog.ca by **January 12, 2024**. Please include a description of how your qualifications and experiences match the job criteria. Kindly note that only individuals selected for further evaluation will receive communication regarding the subsequent steps in the selection procedure.