



## Compétition :N#000000013

<b>Position:</b>	Project Manager
<b>Status:</b>	Regular full time
<b>Working language:</b>	Bilingual (English and French)
<b>Workplace:</b>	Ottawa, Canada
<b>Immediate supervisor:</b>	Project Board of Directors
<b>Start Date:</b>	Early October 2021
<b>Organization :</b>	Africa Development Network (ADN)

### Background and Rationale

Africa Development Network (ADN), is a non-profit organization whose objective is to "create greater buy-in from the Black Canadian and international communities to promote and foster the mobilization of resources and skills around innovative socio-economic projects.

Africa Development Network (ADN) recently received funding from the Canadian government to establish a "National Business Development Center". This project will develop and implement a new national incubation and acceleration center for Black entrepreneurs in the start-up and growth phase in Ottawa, Gatineau and Montreal as a priority, followed by Quebec City, Toronto and Calgary. This new center will provide Black entrepreneurs with access to Black-led business counseling, mentoring, incubation and acceleration services to help them start or grow their businesses. The ultimate goal of this initiative is to ensure an increase in the number of Black-owned businesses, quality employment, and wealth among Black people in a variety of promising fields and sectors in Canada.

ADN will work closely with FedDev Ontario and a network of strategic partners in Ontario and Quebec with proven expertise in skills development, entrepreneurship and business management, information systems development and implementation, and human resource mobilization.

For more information, visit <https://www.ic.gc.ca/eic/site/150.nsf/fra/00003.html> .

### Duties and Responsibilities of the Project Manager

Under the direct supervision of the Chairman of the Board of Directors of the project, the main responsibility of the incumbent will be to ensure the overall coordination of all actions required for the implementation of the project of the new national incubation and acceleration center for black entrepreneurs.

As such, he/she will advise management and collaborate with the various project partners in the various stages, including: the definition and implementation of policies, strategies, action plans and dashboards, the design of monitoring tools related to his/her area of expertise and the achievement of the overall objectives of the center project.

If necessary, he/she will carry out studies, prospective or socio-economic analyses related to his/her field of intervention in order to evaluate issues or better define priorities in accordance with the center's strategic orientations



The person will also be responsible for supporting and offering technical support to the project teams, ensuring the follow-up of operations, producing reports for accountability and performance evaluation, in order to ensure the achievement of objectives in accordance with the established management rules, as well as with the commitments made by ADN, within the framework of the agreement with the government, and within the framework of the collaboration protocols signed with the partners. To this end, it will be concerned with establishing and maintaining relationships of exchange and support with all the stakeholders and parties involved in the project.

In this capacity, he/she is globally responsible for the following tasks:

**Vision :** work in accordance with the vision and mission of ADN

➤ **Tasks to be accomplished at the start of the project**

- Establish the baseline situation of the project "Project Management";
- Assist the ADN management in the identification and mobilization of human and logistical resources required for the implementation and start-up of the center's activities;
- Ensure the finalization of the project and define a monthly action plan with a quarterly operation plan, as well as a chronogram for the duration of the project;
- Liaise and communicate with the project managers designated by each of the collaborators (ADN partners) in the project, in order to finalize the production of collaboration protocols;
- Develop and maintain project monitoring indicators;
- Design the monitoring and evaluation system of the project and ensure its regulation;

➤ **Tasks related to the implementation of the project**

- Follow and actively manage the process of setting up the teams and the functioning of the project at the level of the different interested parties;
- Serve as a respondent for all issues related to the implementation of the activities of the action plan, in its areas of expertise and when required by the management of ADN;
- Prepare periodic progress reports (monthly and annual) of the project;
- Collaborate closely with the financial, administrative and technical managers to ensure the effective management of the project, in accordance with the framework and standards established by the Canadian and provincial authorities;
- Initiate the system of capitalization of innovative experiences and the sharing of reports;
- Represent the ADN in meetings related to the project when required;
- Participate in the meetings of the Reflection Group that accompanies the ADN in the management of the project and the implementation of the Agreements.



### ➤ **Tasks related to Communication**

- Develop and ensure the implementation of a communication plan and have it approved by the ADN management
- Collaborate in the dissemination of all relevant documents to the different interested parties;
- Facilitate and regularly disseminate, in agreement with the management, the conclusions and lessons learned from the implementation of the project activities to the coordinators, partners and other concerned actors;
- Prepare and facilitate conference debates with all actors in the identification process;
- Prepare and facilitate press conferences after the citizens' vote;
- Facilitate and promote the sharing of experiences between interested parties;

### **Profile sought:**

#### **Education and Experience:**

- Bachelor's degree in business administration, or related field;
- A minimum of five (5) years of experience in project management, entrepreneurship management, business management, or business development;
- Significant experience in the coordination of government projects, in a results-based management context, as well as in the drafting of intervention proposals and reports in the context of structuring projects;
- Experience and expertise in management, team leadership, development of management tools;
- Experience and good knowledge of Black issues and communities;
- Excellent knowledge of current management software, data collection and analysis, technology and information management platforms and tools;
- Demonstrate thoroughness and a high sense of responsibility and work ethic;
- Sense of rigor Flexibility and ability to work under pressure with short deadlines ;
- Leadership and ability to mobilize teams
- Excellent command of French and English;
- Excellent communication skills;

#### **Salary Range:**

Based on the candidate's experience and expertise, as well as the organization's salary range at the time of hiring

**Send your resume and cover letter to [contact@africadevelopmentnetwork.org](mailto:contact@africadevelopmentnetwork.org) no later than Friday, Sept 30, 6:00 pm.**

Learn more about ADN here: <https://africadevelopmentnetwork.org/>