



GLOBAL CENTRE FOR PLURALISM CENTRE MONDIAL DU PLURALISME

TERMS OF REFERENCE

Program Officer | Global Pluralism Award Program

Position: Program Officer, Global Pluralism Award

Term Duration: 3 year term contract, renewable

Posting Period: August 1 to 31, 2020

Location: Ottawa, Ontario (ability to work from home during COVID-19)

Start Date: By October 1, 2020

ABOUT THE CENTRE:

Founded by His Highness the Aga Khan in partnership with the Government of Canada, the [Global Centre for Pluralism](#) is an international research and education centre located in Ottawa, Canada. Through research, education and knowledge exchange, the Centre advances positive responses to the challenge of living peacefully and productively together in diverse societies. The Centre's vision is a world where human differences are valued and diverse societies thrive.

The Centre's programs include the [Global Pluralism Index](#), a tool for measuring societies' treatment of diversity and tracking trends over time to support the development of more inclusive policies and practices around the world; the [Global Pluralism Award](#), which celebrates and supports the work of worldwide champions working to build more peaceful, inclusive societies that respect differences; and initiatives in [Education](#) that support teachers to advance pluralism in their classrooms and through their curricula.

For more information about the Centre, please visit www.pluralism.ca.

ROLE AND RESPONSIBILITIES:

The Global Pluralism Award ("the Award") celebrates and supports efforts and achievements that advance pluralism. The Award is given every two years to individuals, organizations, government bodies and private sector actors, from any country, that demonstrate exceptional and sustained achievement in building more inclusive societies in which human diversity is protected and valued.

In addition to a financial Award, the Centre works with Award winners to develop a program of in-kind support and engagement. This may include communications support, opportunities to engage in the research and educational activities of the Centre or engagement in joint initiatives in their countries. Currently in its third cycle, the Award is one of the Centre's flagship initiatives. In 2021, the Centre will launch an alumni program to systematically support and work with 30+ alumni from around the world.

The Centre requires a full-time Program Officer to support the growing set of initiatives managed by the Award program team. This includes leading the multi-stage selection process, organizing the Award ceremony and other global events, developing and implementing an

alumni engagement strategy and working with Award recipients and alumni to design interventions that advance pluralism in different regions.

Reporting to the Manager of Programs, the Program Officer will be responsible for the following:

- Manage the Award selection processes, including submissions eligibility, fact-finding and verification, due diligence, various selection committee meetings and reports to the Jury;
- Working closely with the Communications team, develop and implement an Award promotion and outreach plan for Canadian and global audiences;
- Prepare, monitor and report on grant agreements with Award winners;
- Develop and coordinate in-kind support and engagement plan with Award winners;
- Support the design of and coordinate an alumni engagement strategy;
- Organize public events, including the Award ceremony, alumni meetings and online events such as webinars, forums and training sessions;
- Undertake research to support program development, particularly on alumni engagement approaches;
- Deliver presentations to a wide range of audiences, including at conferences, workshops and roundtables with policymakers and practitioners;
- Work with consultants and service providers, oversee program budget, financial documentation and procurement processes;
- Manage reporting and monitor program performance;
- Support other related duties as defined by the Manager of Programs.

SKILLS AND EXPERIENCE:

The ideal candidate will demonstrate a strong track record of commitment to human rights, social justice and pluralism. They will possess a deep understanding of challenges facing pluralism around the world. They will be a dynamic, resourceful and results-driven individual who identifies opportunities for programmatic growth. Specifically, this individual will possess:

- Master's level degree in social sciences, international development, public policy, migration studies, conflict studies or any other relevant discipline or a combination of training and experience related to the position;
- 4-7 years of experience in a non-profit or international organization supporting social change, international development, public policy;
- Good interpersonal skills and demonstrated ability to develop and maintain effective work relationships with colleagues;
- Able to build and maintain strong relationships with partners and donors;
- Expertise and experience in selection / decision-making processes;
- Demonstrated ability to simultaneously work on multiple projects, prioritize tasks and maintain accurate records;
- Strong initiative, flexibility in working hours, attention to detail and ability to work independently;
- Demonstrated track record of high-quality written work in English;

- Excellent ability to communicate complex issues orally and in writing;
- Willingness and ability to travel to developed and developing countries;

Assets:

- International working or volunteer experience;
- Experience conducting research for an applied knowledge organization, non-profit or think-tank;
- Experience designing and planning high-quality events;
- Experience preparing training materials and delivering trainings to a wide range of practitioners;
- Bilingualism (English and French);
- Knowledge of other languages.

HOW TO APPLY:

At the Global Centre for Pluralism, we aim to embody respect for diversity in who we are and everything we do. We encourage people from diverse backgrounds to apply, because we believe this diversity makes the Centre and our work richer. We are an equal opportunity employer, and do not discriminate on the basis of race, colour, indigeneity, religion, sex or gender identification or expression, age, disabilities, or citizenship. We also welcome applicants to self-identify in their cover letter, if they wish to do so.

The Centre is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). Should you require any accommodations at any point during the application and hiring process, please contact careers@pluralism.ca. Information related to accommodation will be treated as confidential.

Applications may be submitted via email to careers@pluralism.ca with the subject line “Award Program Officer”. Each applicant should include a cover letter and a resume highlighting relevant experience.

Closing date for applications is August 31, 2020. Candidates must be eligible to work in Canada. Please note that only shortlisted candidates will be contacted.