



PROGRAM AND DEPUTY EXECUTIVE DIRECTOR

Position Type: Permanent

Years of experience: 5+

Job Region: Ottawa, Ontario - Canada

Remuneration: To be negotiated

The Diamond Development Initiative is an Ottawa-based international non-profit development organization working to improve the lives of artisanal miners and mining communities in Africa and South America. The Program & Deputy Executive Director is responsible for international program development, management and stakeholder relations, providing vision and leadership across a range of private-public partnerships. (www.ddiglobal.org)

DDI seeks a highly organized, efficient, bilingual **Program and Deputy Executive Director** able to efficiently manage multi-source, multi-project, and multi-currency budget and programs.

GENERAL RESPONSIBILITIES

Leadership

- Develop and implement strategies aiming to promote the organization's vision, mandate and "voice"
- Foster effective teamwork among DDI staff and stakeholders
- Act as a spokesperson for the organization and represent the organization at international meetings

Planning and management

- Oversee the planning, implementation and evaluation of the organization's international programs
- Ensure that programs offered by the organization contribute to DDI's vision and mandate, and reflect the priorities of the Board
- Monitor the day-to-day delivery of programs to maintain or improve quality

Human resources planning and management

- Determine staffing requirements for optimum international program delivery
- Contribute to the implementation of DDI's human resources policies and practices including the development of job descriptions and work planning for program staff

- Contribute to the maintenance of a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Participate in the recruitment, selection and orientation of new employees
- Participate in the performance management process for staff, including coaching, mentoring and performance reviews;

Financial planning and management

- Responsibility for international program financial management, including the preparation of program and project funding proposals, budgets and financial reports
- Approve program expenditures within delegated authorities
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer funds according to approved budgets
- Ensure that programs comply with Canadian and international financial reporting and regulatory requirements

Stakeholder relations

- Maintain good communications with DDI's stakeholders, keeping them informed of the work of the organization
- Establish and maintain good working relationships and collaborative arrangements with community groups, funders, government officials, and other organizations to help achieve the goals of the organization
- Participate in meetings of the Kimberley Process and the Responsible Jewellery Council

Risk management

- Identify and evaluate the risks to the organization's people (stakeholders, staff, management, volunteers), property, finances, goodwill, and image, and implement measures to control risks

SPECIFIC PROGRAM RESPONSIBILITY

The Program and Deputy Executive Director is specifically responsible for the implementation, management, supervision and evaluation of DDI's [Maendeleo Diamonds Program](#) in Sierra Leone, and its expansion to other countries. This includes:

- Implementation and expansion of Maendeleo Diamond Standards
- Enhancing miners' opportunities through training programs, technical services, registration and appropriate national policy development
- Testing and implementing traceability systems for responsible sourcing and for the integration of Maendeleo diamonds into the international diamond supply chain and markets
- Engaging with national and sub-national governments in Sierra Leone, as well as with governments of the Mano River Union as part of the Kimberley Process Regional Approach on artisanal mining policy development.

QUALIFICATIONS

- Outstanding organization and leadership abilities

- Five or more years of management experience in the non-profit sector, ideally in the field of international development
- Experience of private-public partnerships and knowledge of Africa
- Experience in strategic planning and project development
- Strong communications skills, including writing, public speaking and experience in the development of project proposals
- Strong understanding of project financial management and budgeting
- An analytical mind capable of problem solving and “out-of-the-box” thinking
- Ability to maintain a good working relationship with colleagues
- Bilingual in English and French

PERSONAL CHARACTERISTICS

The individual should demonstrate competence in the following areas:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Ethical Behaviour:** Understand ethical behaviour and business practices; ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Relationships:** An ability to establish and maintain positive working relationships with others, both internally and externally, in order to achieve the goals of the organization.
- **Effective Communications:** An ability to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** A demonstrated ability to develop innovative ways to improve operations of the organization and to create new opportunities.
- **Focus on Stakeholder Needs:** Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** An ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** An ability to positively influence others in order to achieve results that are in the best interest of the organization.
- **Decision-making:** Assess situations to determine their importance, urgency and risk, and to make clear, timely decisions in the best interests of the organization.
- **Organize:** An ability to set priorities, develop work schedules, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** An ability to determine strategies that will move the organization forward, to set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** An ability to recognize and assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Application deadline: 6:00 pm Sunday, March 12, 2017

Only those candidates selected for an interview will be contacted.

No telephone solicitations please.

Job Contact Information

Please email: info@ddiglobal.org and indicate in the subject line *Program and Executive Deputy Director*

You may also send your application by Fax: **(613) 565 0815**