



International Program for Development Evaluation Training  
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[www.ipdet.org](http://www.ipdet.org)

## **Program Assistant Position International Program for Development Evaluation Training**

Applications are now being accepted for summer student positions as Program Assistants for the International Program for Development Evaluation Training (IPDET). IPDET is a joint collaboration of the World Bank and Carleton University's Faculty of Public Affairs, and has been running annually on the Carleton University campus since 2001. IPDET is a four-week, residential executive training program for mid- and senior-level professionals from around the globe who work in development evaluation or programming. Since its inception, more than 2,000 individuals from over 125 countries have participated in the program at Carleton. For more information about IPDET, please visit [www.ipdet.org](http://www.ipdet.org).

IPDET is managed by a campus-based Secretariat which includes Manager, Registrar, Finance Officer, Program Officer and Program Assistants. We are looking for high-energy individuals who have strong inter-personal, organizational and communication skills, an ability to work with international faculty and students, and an interest in working in a team. They must be good problem-solvers, attentive to detail, and work well in a multicultural setting. Large-scale event, activity or conference management experience, as well as an ability to speak more than one language are definite assets.

### **Job Description for Program Assistant**

Reporting to the IPDET Manager, each Program Assistant will have specific responsibility for some of the tasks on the following list:

- Assist participants in the application process including contacting Canadian embassies to expedite acquisition of required visas
- Provide assistance in the registration processes at the start of each program segment
- Help administer the evaluations that follow the core program and all workshops, and liaise with the external evaluator
- Provide support to facilitators and small working groups of participants. This can involve assistance with logistics, presentations, materials, etc.
- Arrange for the necessary space and accommodations for all aspects of the program: teaching spaces, living accommodation for participants and all spaces required for special events
- Provide support for participants' medical, religious, dietary and other special needs
- Ensure that all participants' concerns are addressed as promptly as possible and participant satisfaction levels remain high
- Plan a social/cultural program for participants over evenings and three weekends, organize staffing and contract services as required



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- Liaise with Conference Services and Aramark for all accommodation, meals and health breaks, and track expenditures
- Provide support to all faculty, including the preparation of PowerPoint and/or Prezi presentations, and the use of presentation technology
- Prepare a demographic analysis for each segment of the program
- Assist with data collection and reporting
- Order required books, organize instructor course packs and track expenditures on curriculum materials
- Produce and distribute welcome guides and a daily newsletter to keep participants informed of day's and upcoming events
- Assist with IPDET special events: opening receptions, graduations, speakers' luncheons and dinners, networking receptions and weekend activities designed to acquaint participants with Ottawa and the region
- Other duties as assigned

### **Knowledge and Abilities**

- Knowledge of or interest in international development issues or inter-cultural communication
- Familiarity and skill with various types of software – Word, Access, Excel and PowerPoint
- Knowledge of desktop publishing and familiarity with digital camera equipment are assets. So is large-scale event, activity and/or conference management experience
- Ability to work closely with the Manager, Registrar, Finance Officer and Program Officer in maintaining and updating participant records
- Ability to generate required reports in a timely and readable fashion
- Attention to detail and good problem-solving skills
- Willingness to work in a high pressure, fast-moving, team environment
- Ability to work respectfully in a cross-cultural setting
- Energy, verve and a sense of humour
- Strong oral and written communication skills
- Strong interpersonal skills
- Knowledge of additional languages beyond French and English is an asset
- Knowledge of social science research methodology is an asset

### **Hours and rate of pay**

The Program Assistant positions are available for 9.5 weeks from May 7 - July 11, 2014. One Co-op Summer Term position will be made available if a student is interested in such an opportunity, and the work term adjusted as needed.

Up until June 8, which is the date of the first registration, Program Assistants can expect to work 5 days per week for a regular working day of 7 hours between 8 am and 6 pm. Once IPDET is in full operation (June 8-July 4, 2014), Program Assistants can expect working days to be longer and to be required to work some evenings and weekends. Every effort is taken to ensure an equitable distribution of workload among the team. Program Assistants will be paid a lump sum of \$6,514 for the 9.5 weeks' work and will receive pay on a biweekly basis.

Applications from students enrolled in summer session classes are discouraged as some of their duties may make it impossible for them to attend all classes.

### **How to apply**

Applicants should send their résumé to Rada Bogdacenco at [rada\\_bogdacenco@carleton.ca](mailto:rada_bogdacenco@carleton.ca) along with a short cover letter. Please be sure to include the names of two references who can attest to your work experience and personal suitability for the work. The closing date for applications is **January 31, 2014**. Interviews are anticipated to commence in the 2<sup>nd</sup> week of February and applicants are encouraged to review the IPDET website at [www.ipdet.org](http://www.ipdet.org).

Please note, only candidates selected for interviews will be contacted.