

We are now recruiting for the position of International Projects Administrator to support the planning and implementation of a suite of research projects focusing on refugee and forced migration issues in diverse regions of the global South.

This is a Grant-funded Term Position, based at Carleton University in Ottawa, Canada, with the possibility of flexible work arrangements.

The International Projects Administrator will provide administrative and logistical support for a range of projects being undertaken in association with [LERRN: The Local Engagement Refugee Research Network](#). These projects include the [IDRC Research Chairs Network on Forced Displacement](#), a project on refugee leadership in East Africa and Latin America, the work of the [Global Academic Interdisciplinary Network \(GAIN\)](#), support to the [Refugee Advisory Network of Canada \(RAN Canada\)](#), the development and implementation of new projects and proposals, and general administrative support to LERRN's Project Director and Project Secretariat.

The position is under the supervision of [James Milner](#), Department of Political Science and Project Director of LERRN, and will work closely with other members of the [LERRN Secretariat](#).

Position duration: 18 months, full-time (35 hours per week), with a 3-month probationary period

Location: Ottawa, Canada, with the possibility of flexible work arrangements

Start date: Negotiable: Preferably by 1 September 2023 but not later than 1 October 2023

Remuneration: C\$54,000 to C\$59,000 per annum, depending on experience, plus benefits

Application deadline: 14 August 2023

Responsibilities:

The International Projects Administrator will hold responsibilities in the areas of Finance and Project Administration, while providing support to Communications and Social Media activities.

Finance Administration

- Duties in this area will include, but not be limited to:
- Assist in preparing budgets, financial reports and forecasting;
- Review project expenses and support internal project bookkeeping, including the use of Carleton University's FAST system;
- Facilitate the processing of expense claims for project activities, including international travel, through Carleton University's CONCUR system;
- Facilitate the processing of payments for research activities outside Canada, including payments to Research Assistants in East Africa and Latin America, through Carleton University's eShop system;
- Review partners' financial reports, including travel expense claims vis-à-vis Tri-Agency administrative guidelines, Carleton University policies and donors' reporting requirements;

- Develop processes and mechanisms to support the financial administration of existing and future projects in response to research needs and in accordance with [Carleton University's relevant policies](#) and procedures;
- Assist with other finance administration tasks as determined by the Project Secretariat or as requested by the Project Director

Project Administration

Duties in this area will include, but not be limited to:

- Assist in scheduling and hosting team and project meetings and conference calls with current and potential partners, often over different time zones, including the preparation and distribution of meeting documents, including the use of Doodle polls, Outlook, ZOOM and MS Teams;
- Maintain and update databases and mailing lists using the Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook;
- Support the use of translation and interpretation services and software, including Deepl and Wordly;
- Support the planning of project events in collaboration with the LERRN Secretariat;
- Support the development of new funding proposals through the coordination of contributions from partners and liaising with relevant colleagues at Carleton University in relation to proposal requirements and ensuring the feasibility of proposed activities through Carleton University systems, policies and procedures;
- Support the taking of minutes of meetings with the assistance of members of the LERRN Secretariat Team;
- Support the documentation of program activities and outputs further to the reporting requirements and progress indicators of international projects;
- Support the development of program related documents, such as manuals and fact sheets;
- Contribute to program reporting outputs, including Newsletters, Project Updates and Technical Reports

Communications and Social Media Support

Working with the LERRN Communications Team, this position will:

- Maintain the website for the IDRC Research Chairs Network, using WordPress;
- Support the development and maintenance of a social media presence for the IDRC Research Chairs Network;
- Contribute to web and social media content development on LERRN accounts;
- Contribute to development of project communication strategies and products.

Requirements:

The successful candidate will have:

Minimum 1-year of full-time experience with responsibilities similar to this position;

- Demonstrated experience commensurate with the responsibilities of this position in the administration of international projects in the NGO or Higher Education sectors;
- Demonstrated experience working independently, in cross-cultural contexts, and in a dynamic research team environment;
- Demonstrated experience in supporting the development of funding proposals for multi-year projects;
- Demonstrated experience in project monitoring and reporting;
- Demonstrated experience with financial analysis and reporting tools and procedures;
- Demonstrated experience working with MS Office tools and other applications relevant to the position responsibilities;
- Strong written and oral skills in English are essential; ability to work in Spanish highly desirable; ability to work in French and/or, Arabic an asset;
- Event planning experience is highly desirable;
- Knowledge of Carleton University financial administration systems (FAST, CONCUR, eShop), and relevant policies is highly desirable;
- Knowledge of global refugee and forced migration issues, including as a result of lived experience, is highly desirable.

While all eligible candidates are encouraged to apply, preference will be given to Canadian Citizens and Permanent Residents.

Application process:

To apply, please send the following electronically to the LERRN Secretariat (LERRN@carleton.ca) with the subject line “International Projects Administrator” by 14 August 2023:

- Cover letter (max 2 pages)
- CV (max 3 pages)
- Names of two reference (only references of short-listed candidates will be contacted)

Short-listed candidates will be contacted by 17 August 2023 to arrange an interview by ZOOM during the week of 28 August 2023.

About Carleton University:

Carleton University is a dynamic and innovative research and teaching institution with a national and international reputation as a leader in collaborative teaching and learning, research and governance. With over 30,000 students, 900 academic faculty, and 1,100 staff and more than 100 programs of study, we encourage creative risk-taking enabling minds to connect, discover and generate transformative knowledge. We are proud to be one of the most accessible campuses in North America. Carleton’s Paul Menton Centre for Students with Disabilities has been heralded as the gold standard for disability support services in Canada.

Carleton's location in Ottawa, Ontario provides many opportunities for scholarship and research with numerous and diverse groups and institutions. To learn more about our university and the City of Ottawa, please visit www.carleton.ca/about.

Carleton University is committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our university including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation, gender identity and/or expression. Carleton understands that career paths vary. Legitimate career interruptions will in no way prejudice the assessment process and their impact will be taken into careful consideration.