



Just Governance Group Manager (part-time)

Just Governance Group is an innovative federally incorporated private company that operates as a *social enterprise* and a *multi-disciplinary and multinational network* of professionals, with its base of operations in Ottawa, Canada. The JGG network focuses on a range of international development consultancy services and knowledge sharing on issues related to human rights, justice reform, gender equality, democratic development, conflict and crime prevention and peacebuilding. Work is performed in developing countries or countries in political or economic transition.

The JGG Manager is critical to the efficient and effective functioning of Just Governance Group. JGG has corporate, consulting, and knowledge development functions. The responsibilities of the Manager involve operational aspects of each of these functions and thus he or she collaborates with all staff members. In relation to the corporate function, the Manager is expected to ensure the office, the corporate entity and operational systems are well organized and smoothly functioning. The Manager will support the consulting business and knowledge development functions by coordinating or contributing to operational and administrative processes. These latter initiatives involve financial administration, communication with the JGG consultant network and support to knowledge publications and events. The Manager is supervised by the Executive Director and serves as her deputy in the management of the Group.

Location: Ottawa, Ontario

Hours and Schedule: This is currently a part-time position. Additional hours could be added as required. **25 hours per week at 5 hours per day Monday – Friday.**

Start date: As soon as possible

Responsibilities:

- Overall management support
- Corporate administration
- Operational support, including financial administration, to consultancies
- Operational support to communications / knowledge Sharing

- Support to the intern recruitment

Competencies: The Manager will be highly organized, attentive to details, responsive, flexible, a team player willing to support the team in the face of urgent deadlines, a self-starter who takes the initiative to review and improve JGG administrative and management processes in each function/area, and a strategic thinker who contributes to the success and growth of the enterprise.

Skills & Experience Required: Previous significant operational management and administrative experience in the international development sector or in social enterprise or non-profit organizations. Well versed in basic budgeting and accounting in Excel, scheduling applications, and online distance communications technology. Experience coordinating work teams and assessing business processes.

Salary to be negotiated.

To apply:

Please submit a cover letter and CV to John Sharp at j.sharp@justgovernancegroup.org by **September 4, 2019**

For more information about Just Governance Group please visit our web site at www.justgovernancegroup.org

We thank all applicants for your interest. We will carefully review all applications. We will contact only those candidates who are short-listed for an interview.