

Job title: Researcher - Economic Development and Micro Finance

Department: Strategic Initiatives Dept.

Service: Economic Development Services

Employment Type: Full-time Contract – Two years.

Available Positions: 2

Work Hours: 35.00 hours per week

Salary Information: \$55 per hour

Location: OIDA Satellite Office, 364 Moffatt Pond Court, Ottawa, ON K2J 0C7, Canada.

Job Category: Management - Research

Application Close: Open until filling the both positions

JOB SUMMARY

The Economic Development Service is responsible for driving the OIDA support projects' economic growth, prosperity, diversification and resilience through economic development programs and projects that will help position specific locality as a destination of choice to live, work, play, invest, learn and visit. This team will work to foster relationships with local, provincial, and federal partners to strengthen the local economy and advocate for the interests of OIDA.

You are accountable for the strategic plan and providing vision and leadership to the Service, and planning, organizing, directing, controlling, evaluating and improving the development and delivery of its priorities, services, programs and operations., specifically Microfinance activities.

Services and programs include:

Facilitation of economic growth using Microfinance and diversification through partnerships, projects and initiatives to support investment attraction, business retention/expansion, entrepreneurship, small business, community economic development, tourism development and innovation

Developing research and information tools that advance job creation and economic diversification and promote the OIDA-selected locality as the destination of choice

Accountability for overall Service delivery, contributing to defining key performance indicators (KPIs), measuring and reporting KPIs, identifying and resolving gaps, and achieving strategic and operational goals within specified timelines

You are also accountable for managing the Service's human and financial resources related to the Research project.

EDUCATION AND EXPERIENCE

Completion of a 4 year university degree in commerce, economics, business administration, public administration or other related field

Masters Degree is preferred

Minimum of 10 years of related experience in the microfinance activities and economic development field, including a minimum of 5 years managing human resources, external contract resources, operating and capital budgets in a complex public organization or private sector corporation

KNOWLEDGE

Principles and practices related to economic growth and development by implementing a microfinance credit system.

The Strategic Economic Development and Microfinance researcher will lead and undertake high-risk, complex development, research, and evaluation services concerning Service Area/Branch and/or departmental policies, programs, initiatives, procedures, issues and inquiry management services, and performance improvement services.

The position will provide consultative advice and strategic recommendations to the service management team in order to resolve operational issues impacting service performance and the achievement of strategic priorities consistent with the departmental and corporate vision.

COMPETENCIES, SKILLS AND ABILITIES – Class I

Project management principles, methodologies and practices

The OIDA, its operations and corporate governance structure

Relevant OIDA codes, policies and procedures

Public-private partnerships and other alternate service delivery models

Principles and methods of economic, financial, social and political risk analysis

Principles and practices of public policy and business administration

The OIDA's current social, political, business and economic climates

Human resource management practices in a scholarly work environment

Must be familiar with applicable health and safety legislation, have knowledge of any potential or actual danger to health or safety in the workplace, and have knowledge of appropriate actions to be taken in order to ensure the health and safety of staff in accordance with applicable legislation and OIDA policies and procedures.

Research and analysis techniques/methodologies

Performance evaluation and benchmarking techniques

Strategic planning and management principles and techniques

Program evaluation techniques

Community consultation modalities

Best practice approaches related to community services

Recommending service enhancements

Manage a variety of multi-faceted projects using project management techniques/skills

Effective presentation delivery and facilitation skills

Knowledge of community services

Establish effective working relationships with various level of staff within the branch, OIDA and department and within the community

Work well under pressure in an environment of evolution and rapid change

Advanced computer skills and abilities in statistical modeling and data management utilizing Office Automation software such as Excel, Project, PowerPoint and word

Possess sound skills in dealing with controversial and sensitive issues, which involve balancing interests of numerous parties with divergent viewpoints

Plan, develop, organize and implement short and long term projects and strategies within an environment of frequently changing priorities

Project manage concurrent, complex projects on time and within budget

Develop and implement research plans, collect, analyse and validate quantitative and qualitative data/reports from various sources, Organize and facilitate inclusive public engagement processes

Collaborating with managers, directors, community leaders, the public, elected officials and representatives of external agencies towards consensual solutions and outputs

Exercise sound judgement and political acumen

Set and manage multiple priorities and meet deadlines

Analytical and attentive to detail

Client-service oriented in dealing with management and staff regarding complex and sensitive issues

Organized, efficient and productive in carry out responsibilities

Capable of managing multiple tasks and priorities under tight deadlines

Contributes to team work, fosters strong working relationships with senior management, branch management, staff and the community

COMPETENCIES, SKILLS AND ABILITIES – Class II

Core Behaviours

Core behaviours define the OIDA's expectations of the behaviours employees should demonstrate in performing their work. They are reflective of the City's culture and values and guide all our present and future activities. Every employee is encouraged to learn, embody, and demonstrate these core behaviours.

Leadership Competencies

The OIDA has defined key competencies that leaders are expected to embody and demonstrate to successfully move the organization towards achieving its strategic objectives and create an organizational culture that supports and empowers employees to excel, grow and reach their full potential. These

leadership competencies and associated behaviours are expected to be demonstrated by leaders at all levels of the organization.

WHAT YOU NEED TO KNOW

This is a designated day-1 ready English language position as per the OIDA's language Policy. Understanding in both of Canada's official languages is required, and a language assessment will be completed as part of the selection process. In exceptional circumstances and subject to OIDA board approval, internal and external candidates who do not meet the language requirement may be considered.

Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.

Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

The OIDA promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from members of Indigenous, Black and other racialized communities, persons with disabilities, women and non-binary persons, persons of all ethnic origins, religions, sexual orientations, classes, gender identities and expressions.

Candidates are encouraged to self-identify as a member of one or more designated employment equity groups in the self-identification questionnaire.

The OIDA provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.

Language Requirement: English oral, reading, writing

Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.

We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

Please submit your resume with confidence by email. The Cover letter and Resume must demonstrate how your experience, Skills, and education best suit the job.

Email: oida@ontariointernational.org