



National Cybersecurity Consortium

Employment Opportunity

Program Officer

The National Cybersecurity Consortium (NCC) is a pan-Canadian network that supports advancing the Canadian cybersecurity ecosystem through research and development, commercialization, and training by driving collaboration among universities; private industry; not-for-profit organizations; provincial, territorial, and municipal governments; and other key cybersecurity stakeholders.

WHAT WE OFFER

Full-Time | Remote

Standard Work Hours:

Mon - Fri | 8:30 am - 5:00 pm anywhere in Canada | 36.25 hours per week

NCC is committed to ensuring employees can maintain a healthy work-life balance. As such, we're proud to support flexible hours and work-from-home options.

YOUR FOCUS

This position is responsible for administering all phases of the NCC's granting program, including the call for proposals, proposal review, grant awards, ongoing project monitoring and review and grant close out. The grant program funds projects in one of three areas within the Canadian cybersecurity ecosystem - commercialization, training, and research and development. Specific accountabilities include:

- Administering all phases of the granting program (e.g., call for proposals, proposal review, award, ongoing monitoring/ review and grant close out).
- Supporting the call for proposals by answering questions from potential applicants, interpreting, and providing clarity on proposal elements, and assisting potential grant recipients with applications.
- Conducting preliminary reviews on proposals to confirm compliance with application requirements and other criteria.
- Providing required support to facilitate the evaluation of proposals by the selection committee.
- Producing a variety of materials related to all phases of grant administration (e.g., evaluation spreadsheets and notes, recommendations for presentation at the selection committee, contracts, financial frameworks and legal agreements, spreadsheets and other materials related to ongoing monitoring of grant recipients).
- Supporting activities to advise successful and unsuccessful applicants (e.g., award letters, rejection letters, debriefs).
- Supporting ongoing review and compliance by tracking project milestones and collecting and conducting reviews of required reporting (e.g., project workplans, budgets etc.) for compliance, completeness, and correctness. Reporting and communicating potential risks and/or areas of non-compliance.
- Maintaining ongoing communication and engagement with current recipients and member organizations.
- Supporting the development of templates, forms, reports, and processes to administer all phases of the granting program.
- In collaboration with the Director of Grant Administration and Membership, provide critical review and strategic recommendations based on funded projects to determine future funding calls and strategies.

The position may be required to perform additional duties as assigned by the Director of Grant Administration and Membership.

WHAT YOU BRING

- University degree preferably in business administration, finance, information technology, cybersecurity, or a related field and at least two years of experience in grant administration, ideally in the public or not-for-profit sector.
- Experience in one or more of the core areas of cybersecurity (e.g., commercialization, training, or research and development) or information technology is considered an asset.
- Advanced computer skills with proficiency in MS Word, SharePoint, Excel, PowerPoint and Outlook. Familiarity with CRM systems and the ability to learn new systems quickly is considered an asset.
- Comfortable setting up, working with, and troubleshooting technology systems and paperless workflows.
- Knowledge of effective funding of research and submitting funding applications, including knowledge of post-award compliance best practices, especially in post-secondary institutions.
- Experience in interpreting and applying government regulations and proposal guidelines.
- Skill in designing, writing, and editing complex funding documents, including reporting requirements that align with policies, procedures, and agreements with government funders.
- Ability to facilitate meetings and coordinate the work of various teams and committees.
- Excellent organizational, planning, and attention to detail skills.
- Strong written and verbal communication skills. Comfortable working remotely and independently.
- Resourceful self-starter with a proven ability to manage and prioritize projects effectively to meet deadlines. Ability to work collaboratively with other departments and stakeholders.
- Professional and respectful in working with ethnically and culturally diverse populations.
- Fluency in French (verbal and written) would be considered an asset.
- Positive and eager attitude that will bring energy to the organization.

Salary range as of October 2023: \$80,000 to \$95,000 p.a., plus benefits

Closing date for applications, October 2, 2023.

To apply, please send your resume and cover letter to lidya.farag@ncc-cnc.ca.

The National Cybersecurity Consortium (NCC) is committed to employment equity and fostering diversity within our organization, and developing an inclusive workplace that reflects the richness of the broader community that we serve. NCC welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

We thank all applicants for their interest, but only those selected for an interview will be contacted.