

**CUCC- CBoC JOINT INITIATIVE**  
**CANADA UKRAINE TRADE and INVESTMENT SUPPORT**

**JOB DESCRIPTION: CUCC PROJECT DIRECTOR**

Rev. March 15, 2018

**ROLE**

The role of the (CUCC) Project Director in the cooperative environment with the CUCC Project Team and the staff of the Conference Board of Canada Teams in Canada and Ukraine is to manage, administer and contribute to the performance of the CUCC Project Team in achieving the prescribed results, targets and deliverables in the specified Activity Areas contributing to the overall success of the Canada Ukraine Trade and Investment Support Program.

In addition to managing and administering the activities of the CUCC Project Team in relation to the CUTIS Project proper, the (CUCC) Project Director shall, in concert with the CUCC Oversight Committee, safeguard the interests of the Canada-Ukraine Chamber of Commerce including the initially identified CUCC revenue stream from the CUTIS project as well as marshalling the relevant CUTIS outcomes and deliverables required to support and facilitate a viable transition strategy for continuing the post-Project operations by the CUCC.

**SCOPE**

The scope of the role of the CUCC Project Director shall include but not necessarily be limited to the following elements of the Canada Ukraine Trade and Investment Support (CUTIS) program as outline in the current (as of January 02, 2018) issue of the CUCC/CBoC Partnership Agreement (aka Letter of Agreement):

**NOTE:** Activities marked with (\*) fall under the responsibility of the CBoC. CUCC is to support these Activities.

- |                      |   |
|----------------------|---|
| <b>Activity 1111</b> | <b>Web Export Portal</b><br>Create and maintain a web-based export portal for Ukrainian priority industries, especially SMEs and women entrepreneurs, that would provide a Step-by-step Guide for those industries to meet all requirements to enter the Canadian market. |
| *Activity 1112       | <b>Export training seminars</b><br>CBoC will hold a training of trainers (ToT) course and one round of delivering a course on exporting to Canada. CUCC Ukraine staff will travel to these events.  |
| *Activity 1113       | <b>CUTIS knowledge sharing activities</b><br>CBoC will produce publications, videos and information seminars. CUCC staff will support these activities.   |
| <b>Activity 1114</b> | <b>CUTIS Project website</b><br>CUCC will create and maintain a CUTIS Project website that would provide information on Project activities and results, including gender equality results and environmental risks and opportunities                                       |

- Activity 1122.1 Trade promotion events**  
 CUCC will support on average 10 SMEs in the 5 priority industries, including women entrepreneurs, to participate in at least 3 trade promotion events and at least 3 business to business (B2B) matching events for each of the priority industries over project years 2, 3, 4, and 5.
- Activity 1122.3 Investment attraction**  
 CUCC will contract and manage Canadian and Ukrainian investment attraction consultants to link Canadian investors with Ukrainian investment opportunities
- Activity 1122.5 Canada-Ukraine Business Forum**  
 CUCC will organize the Canada-Ukraine Business Forum (CUBF) in Toronto in June 2016.
- \*Activity 1213 **CUFTA (Canada-Ukraine Free Trade Agreement) Work Group**  
 CBoC will facilitate the establishment of a Canada-Ukraine work group that would identify barriers to trade and would inform the CUFTA review. CUCC's President will be a member of this group will advise on the group membership and will travel to attend the group meetings which are expected to take place once or twice a year starting year two.
- Activity 1231.1 CUFTA roadshow Canada**  
 CUCC will organize a CUFTA promotion roadshow in major Canadian cities once CUFTA enters into force to communicate opportunities created by the CUFTA to Canadian potential investors and Canadian businesses interested in working with Ukrainian counterparts.
- \*Activity 1233 **CUFTA roadshow Ukraine & SmartExport events**  
 CBoC will hold events to share opportunities created by the CUFTA with Ukrainian exporters. CUCC Ukraine staff will participate in these events.
- Activity 1310 CUCC Sustainability**  
 CUCC will participate in capacity building activities together with CBoC to enhance its capability to continue certain selected activities after CUTIS ends as approved by the CUCC Board. Such selected activities would include, but are not limited to, maintaining the export portal and export training programs.
- Activity 1320 Management**  
 CUCC will contribute to the management of project activities and reporting requirements identified in the agreement, including travel to Ukraine.

In addition, the scope of the Project Manager's role shall include Administrative, Management and Supervisory issues related to the function and performance of the Project Team.

## **SKILLS**

The CUCC Project Director shall have but not necessarily limited to:

- a clear understanding of the purpose and goals of the CUTIS program
- a clear understanding of their roles, value and contribution to the success of the CUTIS program
- a clear understanding of the Mission, Vision and Principles of the Canada-Ukraine Chamber of Commerce.
- a familiarity and appreciation of the role of the Conference Board of Canada and its staff
- a good command in speaking, and reading English and Ukrainian, writing in English and understanding spoken Ukrainian.
- a working familiarity of business, trade and investment terminology
- a working knowledge of standard business processes
- a working familiarity with financial concepts and reports
- a functional familiarity with basic computer programs and electronic equipment operation
- ability to multitask
- ability to write reports
- ability to prepare Time Sheets, Expense Reports, etc.

## **GENERAL ATTRIBUTES**

The CUCC Project Director shall be:

- Self motivated
- Negotiating capability
- Independent
- Resourceful
- Creative
- People skilled
- Computer literate
- Knowledgeable
- Able to travel locally and for an extended duration of up to one week
- Possess Canadian passport
- Able to relocate if necessary
- Public Relations Focussed

## **PRINCIPAL DUTIES & RESPONSIBILITIES**

1. As an employee of the Canada-Ukraine Chamber of Commerce, the CUCC Project Director is directly accountable to its Board of Directors or Committees thereof (e.g., CUCC Oversight Committee) for his/her performance as well as that of his/her subordinates in Canada and Ukraine in all matters pertaining to the management and execution of requirements of the CUTIS project.
2. The CUCC Project Director must conduct him or herself in a manner befitting an official representative of the Canada-Ukraine Chamber of Commerce in all situations directly or indirectly related to the CUTIS project, CUCC events or other formal or informal social gatherings.
3. Based on the direction of and input from the CUTIS Project Steering Committee in general and from the President of the Canada-Ukraine Chamber of Commerce or his delegated authority, assume the general responsibility for the performance of the CUCC Project Teams in Canada and Ukraine and monitor their outputs to ensure compliance with project goals and deliverables.
4. In cooperation with the CUCC Oversight Committee and appropriate input from the project management, identify the work processes to be implemented within the unit that would address the requirements outlined in the proposed Logic Model and the assigned Activity Areas.
5. Assume general accountability for Budget management and compliance.
6. Assign tasks to direct reports.
7. Assume primary responsibility for the management of the Team focussing on results and on meeting program commitments including internal and external communications.
8. Assist the Project Director in managing the CUTIS program in general.
9. Chair a work group made up of members of the CUCC Team in Canada to develop a work schedule for the tasks comprising the Activities assigned to the CUCC to ensure that the appropriate results are achieved on a timely basis and in a sequence compatible with the overall Project schedule.
10. Identify critical information and manage the knowledge transfer of intellectual property such as but not limited to work processes (e.g., cluster analysis procedures, etc) and documentation (e.g., training material) either developed for or applied to the CUTIS program (e.g., contact databases) from the CBoC Teams in Canada and Ukraine to the CUCC and its staff in Canada and Ukraine.
11. Create or identify opportunities for CUCC Project Staff to participate in training programs delivered to participants in the CUTIS program in Ukraine.
12. Establish and maintain effective communication channels and processes with all internal and external participants of the CUTIS program.

13. Work with the CUCC Project Manager in Ukraine to establish clear accountabilities for the CUCC Team in Ukraine and the CUCC Team in Canada for each of the Activity Areas whose overall accountability has been delegated to the CUCC.
14. Assist in identifying and maintaining sources and facilitating the flow of information and intelligence required for effective and efficient performance of the CUCC staff in Canada and/or Ukraine.
15. Provide leadership and direction in all aspects of the work performed by the CUCC Team including organizing, locating venues and accomplishing major events such as conferences, seminars, etc.
16. Provide administrative and active support to the CUCC Team members in Canada and Ukraine.
17. Assist in monitoring the CUTIS Project results including assessment of the CUTIS Project specific trainings and seminars' impact on participants
18. Conduct monitoring and evaluation tracking of project activities, outputs and outcomes and the regular updating and reporting of progress relative to targets
19. Vet and sign off on submitted expense reports.
20. Contribute to the preparation and review of GAC project reports and/or briefs when required.
21. Assist in office set up, equipment and service acquisition and asset management
22. Perform other duties as required