

## Call for Applications: Canada Programme Consultant (Part-Time)

ProtectDefenders.eu

April 2026

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ProtectDefenders.eu is seeking a part-time consultant (50%) to support the implementation of its Canada Resettlement Programme under the Government-Assisted Refugee (GAR) stream. This role will provide key operational and technical support in case management, partner coordination, and programme analysis.

### Position Details:

Title: Canada Programme Consultant

Category: Mid-level Consultant

Department: Programmes and Partnerships

Reporting to: Canada Programme Manager

Location: Remote / Flexible

Start Date: As soon as possible

Contract: Consultancy contract of up to 12 months, with a flexible level of engagement (indicatively around 50%), implemented through monthly renewable agreements and invoicing.

### Role Overview

The Canada Programme Consultant will support the management of HRD resettlement cases, including direct engagement with applicants, application review, and database management. The consultant will play a key role in ensuring high-quality, timely case preparation, while contributing to programme monitoring, analysis, and reporting.

### Key Responsibilities

#### 1. Case Management and Application Processing

- Serve as a key focal point for communication with HRDs, guiding them through the application process
- Assess and verify applications against Refugee Stream eligibility and admissibility criteria
- Ensure applications meet resettlement criteria and are as complete and accurate as possible
- Maintain accurate records of all case-related documentation
- Manage and update the database of incoming and outgoing cases in coordination with the programmes team.
- Liaise with the Programme Manager for case review and feedback
- Conduct follow-up reviews and cross-check applications with HRDs after feedback
- Ensure adherence to internal procedures and quality standards

## 2. Collaboration

- Act as a dedicated focal point for communication with HRDs throughout the process
- Work closely with the Programme Manager to ensure timely submission of applications
- Prepare analytical summaries of cases to support Core Committee decision-making
- Maintain a high level of professionalism, objectivity, and cultural sensitivity when working with HRDs from diverse backgrounds

## 3. Analysis, Reporting, and Impact Monitoring

- Provide regular updates to the Programme team on case progress and status
- Contribute to programme analysis, including identifying trends and patterns

### **Profile and Experience Required**

- Minimum 4 years of relevant professional experience in the human rights field, with demonstrated experience in refugee resettlement, international protection, or case management involving at-risk individuals
- Proven experience in handling sensitive cases and working with individuals in situations of vulnerability, including applying protection-sensitive and survivor-centred approaches
- Demonstrated experience in case assessment, eligibility determination, and file preparation in line with established criteria and procedures
- Experience working with international organisations, NGOs, or multilateral institutions (e.g. UNHCR or similar actors) is strongly desirable
- Familiarity with resettlement or complementary pathways programmes, including Government-Assisted Refugee (GAR) or similar schemes, is an asset
- Experience working in multicultural environments, with the ability to coordinate effectively across different time zones and institutional contexts

### **Skills and Competencies**

- Excellent organisational and task management skills
- Strong understanding of confidentiality, data protection, and secure information management practices
- Demonstrated ability to work independently, managing competing priorities and deadlines
- Commitment to human rights values and a strong understanding of the challenges faced by human rights defenders at risk
- Strong analytical and reasoning abilities
- High attention to detail
- Strong interpersonal and communication skills, with demonstrated ability and sensitivity to ensure safe and secure communication practices
- Fluency in English (written and oral) required

- Working knowledge of Arabic and/or French is highly desirable
- Strong motivation and empathy towards the mission and beneficiaries of the programme

### **Starting date and conditions**

- Preferable starting date: ASAP.
- **Fees: The consultant will receive a monthly fee of 1,350 EUR, invoiced monthly, depending on experience and qualifications .**
- Duration and conditions: The candidate will be offered a consultancy contract of up to 12 months, with a flexible level of engagement (indicatively around 50%), to be adjusted based on operational needs. The assignment will be implemented through monthly agreements and invoicing.
- The selected candidate should be able to legally declare and pay all taxes on their income from this position, within their country of legal residence.

### **How to Apply**

Please send your CV and cover letter (including your availability) by 27 April 2026 to [recruit@protectdefenders.eu](mailto:recruit@protectdefenders.eu)

Subject line: Canada Programme Consultant – [Your Surname]

- Only shortlisted candidates will be contacted
- Interviews will be conducted online
- Applications will be reviewed on a rolling basis; early applications are strongly encouraged as the position may be filled before the deadline

ProtectDefenders.eu is committed to diversity, equity and inclusion and strongly encourages applications from candidates with diverse backgrounds.