



**JOB OPPORTUNITY**

**About the CFPC**

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 45,000 members across the country. The CFPC establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

The CFPC provides high-quality services, supports family medicine teaching and research, and advocates on behalf of the specialty of family medicine, family physicians, and the patients they serve.

**Our Vision:** Leading family medicine. Improving lives.

**Our Mission:** Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying, and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

**Our Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

**Our Goals:**

1. Advancing Family Medicine
2. One Unified Voice
3. Transforming the CFPC

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<b>Position Title:</b>	<b>Project Director, ReIMGine Project</b>
<b>Vacancy#:</b>	<b>2025-27</b>
<b>Department:</b>	<b>Certification and Assessment</b>
<b>Division:</b>	<b>Academic Family Medicine</b>
<b>Reports to:</b>	<b>Director, Certification, Assessment and Examinations</b>
<b>Classification:</b>	<b>Management</b>
<b>Status:</b>	<b>Contract</b>
<b>Term of Contract:</b>	<b>January 2026 to March 31, 2027</b>
<b>Full Time Equivalent:</b>	<b>1.0</b>
<b>Salary:</b>	<b>\$114,138.96 - \$142,673.76</b>

**Summary**

The Project Director, ReIMGine Project at the College of Family Physicians of Canada (CFPC) leads the strategic design, implementation, and evaluation of initiatives that support the assessment, recognition, and integration of International Medical Graduates (IMGs) into the healthcare workforce. This role oversees partnerships with regulatory bodies, assessment organizations, post-secondary institutions, and government agencies to ensure transparent, equitable, and efficient credential recognition processes. The Project Director, ReIMGine Project provides vision and operational leadership to multidisciplinary teams responsible for project delivery, stakeholder engagement, data management, and continuous improvement.

## **Main responsibilities include but are not limited to:**

### **Essential duties**

#### **Project Management and Delivery:**

- Implement the multi-year strategy to improve the credential assessment pathways for IMGs as outlined in the project proposal approved for funding by Health Canada in October 2025.
- Be attuned to possible development and implementation enhancement(s) to the strategy to improve the credential assessment pathways for IMGs as opportunities arise.
- With the Director, Certification, Assessment and Examinations ensure that CFPC internal stakeholders and decision makers (e.g., the Board of Examinations and Certification, CFPC Executive Team) are aware of project progress, impact of changes, and involved in decision making and policy changes as appropriate.
- Align project goals with national and provincial health workforce priorities.
- Oversee planning, timelines, budgets, and reporting for all initiatives.
- Oversee reporting cycles, dashboards, and key performance metrics.
- Streamline internal workflows and communication across project teams.
- Coordinate with IT and CFPC data resources to improve tracking, reporting and understanding of IMG applicants to the CFPC.

#### **Stakeholder Engagement:**

- Provide timely reporting to funder of project (Health Canada) and internal governance committees.
- Cultivate partnerships with other medical regulatory authorities, academic institutions, and healthcare employers.
- Represent the organization at stakeholder meetings, conferences, and government working groups.
- Facilitate consultation with IMGs, professional associations, and community organizations to ensure programs are responsive and inclusive.
- Ensure to involve Internal stakeholders such as Market and Communications Department (the impact of this work on the CFPC Brand) and Health Policy and Government Relations (ensuring Health Canada is aware of the progress of the work).
- Work collaboratively with Project Managers to ensure that key external partners and stakeholders are informed and involved as appropriate to the project workstream.

#### **Program Evaluation and Reporting:**

- Ensure program evaluation for the ReIMGine project is designed and implemented.
- Oversee data collection and analysis related to credential assessment outcomes and workforce integration.
- Prepare reports, presentations, and policy recommendations for internal and external audiences.
- Identify opportunities for innovation through digital solutions, international benchmarking, and stakeholder feedback.

#### **Budgeting and Financial Management:**

- Develop, manage, and monitor project budgets, ensuring alignment with organizational and funder requirements.
- Oversee procurement processes, vendor contracts, and service agreements related to program delivery.

- Ensure accurate and timely financial reporting, including budget submissions, and funding reconciliations.
- Review and approve project expenditures in accordance with financial policies and funding guidelines.
- Identify and mitigate financial risks by implementing appropriate controls and monitoring mechanisms.
- Collaborate with finance and operations teams to streamline budgeting and reporting processes
- Support audit activities and ensure compliance with public-sector accounting standards and grant requirements.

#### **General management duties**

- Develop, provide input, and/or implement Policies and Procedures.
- Participation in College activities that may include Chapter Symposium (s) and Leader's Forum as required.

#### **Supervisory Duties:**

- Adhering to budget policies and procedures, and in consultation with Finance, manage operating and capital budgets for the team/department, including forecasting estimated and actual costs. Ensure cost control and expenses are in alignment with the budget.
- Serve as an appropriate communication link between employees and all levels of management ensuring that everyone is kept informed.
- Ensure adherence to legal and organizational policies and procedures and undertake disciplinary actions if the need arises.
- Set performance goals and project deadlines that align with CFPC vision, mission, strategic plan, and team/departmental priorities in consultation with the Director. Organize workflow, delegate work to employees, monitor and address issues with productivity or work quality, track progress, and provide constructive feedback and coaching.
- Supervise direct reports and manage the performance of individuals through ongoing coaching, feedback, and development to motivate, engage and drive a high performing team.
- As a Hiring Manager for direct reports, collaborate with Human Resources to develop recruitment plans based on staffing needs, participate in internal and external job candidate selection, including screening, conducting interviews, testing, and onboarding. Authorize all hiring/promotional decisions, ensuring compliance with all related policies and regulations.
- Determine rewards and recognition within established policies and guidelines, both formal and informal, based on performance.
- Promote and model the highest level of service (internally and/or externally) and ensure that direct reports deliver a maximum level of service and satisfaction is achieved and maintained. Work quickly to resolve complaints.
- Implement adequate staffing levels for all direct reports to ensure service delivery and manage requests for time off in the CFPC Time Management System.
- Develop staffing plans to determine current and future human resources needs of the department.

#### **Related duties:**

- Work in accordance with all CFPC policies, procedures and process with all applicable legislation.
- Demonstrate behaviours aligned with the CFPC Values.
- Participate on internal staff committees or working groups as required.

- Ensure effective and professional communications with all internal/external contacts.
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required.
- Work in accordance with all health and safety requirements.
- Participate with the onboarding of new team members as required.
- Participate in the development and/or execution of special projects as required
- Contribute to delivering on the overall work plan of the department and the strategic goals of the CFPC.

### Requirements

- Master's degree in Health Administration, Public Policy, Education, International Development or related field.
- PhD in Social Sciences or Education preferred.
- Certificate in Project Management preferred.
- 10+ years of progressive leadership experience in project or program management experience within healthcare, credentialing or regulatory environments.
- Demonstrated experience with workforce integration, foreign credential recognition or professional licensing.
- Active designation as a regulated health professional and current membership in good standing with relevant professional college or association preferred.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Advanced knowledge of Credentialing processes, medical licensing bodies, immigration and workforce policy, equity and access issues.
- Advanced knowledge of project management methodologies, process improvement and data analysis.
- Advanced ability to develop and operationalize work plans, processes and procedures
- Advanced ability at managing communications around sensitive equity and inclusion issues
- Advanced report writing skills, relationship management skills
- Related competencies: Business acumen, authenticity, courage, positive approach, communication, cultivating networks and Partnerships, Strategic Influence, Coaching, Inspiring Others, driving for results and leading change.

### Working Conditions

- Occasional evening and weekend meetings

This role is based in Mississauga, and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. In accordance with our Hiring Policy, at this time we are only considering applicants who live in the Greater Toronto Area. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

**There is a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC).**

If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the vacancy# 2025-27 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by December 5, 2025.

We thank all those who apply for this opportunity. Only external applicants selected for further consideration will be contacted.

*The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.*

*Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).*