

Vacancy Announcement: Education Programme Coordinator

The BRAC James P. Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a centre of excellence in knowledge creation through research and training that connects with practice.

Webpage Link for more details: <https://bracjpgsph.org/career>

Purpose:

The Education Programme Coordinator is responsible for the day-to-day coordination, administration, and support of the Master of Public Health (MPH) and Executive Master of Public Health (EMPH) programme. This role ensures smooth academic and operational functions, including student recruitment and admissions, academic scheduling, coordination with faculty and departments, student support services, alumni engagement, and reporting. The coordinator reports to Deputy Director, Education and works closely with the Dean, Deputy Dean, faculty, and administrative teams to uphold the programme's academic standards and strategic goals.

Key responsibilities

Admissions & Recruitment

- Maintain regular communication with the BRAC University Admissions Office.
- Develop and execute student recruitment strategies, including outreach activities to increase the number of qualified applicants to the MPH and EMPH.
- Manage the admissions process, including application review, communication with applicants, and coordination of selection procedures.
- Maintain accurate admissions data and prepare reports for leadership.

Academic Coordination

- Oversee curriculum planning, scheduling, and course logistics in collaboration with faculty and academic leadership.
- Coordinate with instructors, guest lecturers, and teaching assistants to ensure smooth course delivery.
- Oversee student registration, academic records, and course evaluation processes.
- Oversee timely preparation and transfer of student grades and records to the registrar's office, ensuring compliance with university regulations and policies.
- Oversee Internship and Thesis, ensuring timely student placement in host organizations and effective coordination between JPGSPH, host organizations, and the internship faculty lead
- Develop proposals for internship opportunities, partnership agreements with stakeholders, and initiatives for accreditation and scholarships, including engaging with potential donors.

Student Affairs & Engagement

- Organise orientation, graduation, research day and other student engagement activities
- Support student well-being and address concerns in coordination with faculty and student services

Communication & Coordination

- Facilitate communication among students, faculty, staff, and external stakeholders
- Support the development and dissemination of programme materials, handbooks, and communications
- Coordinate with JPGSPH Comms team and external vendors in marketing, website updates, and outreach efforts

- Work closely with other programmes at BRAC JPGSPH to support and promote academic and research activities
- Maintain liaison with BRAC University and other stakeholders

Alumni Engagement & Events

- Coordinate alumni networking events, newsletters, and professional development activities.
- Maintain updated alumni records and support alumni-related initiatives

Administrative Support

- Closely monitor and oversee the MPH team and daily activities
- Manage meeting logistics, documentation, and follow-ups for the programme with MPH team
- Assist with budget tracking and procurement related to programme activities
- Support special projects and initiatives assigned by the Dean, Deputy Dean or MPH Lead.
- Maintain programme documentation, databases, and archives
- Assist with monitoring quality assurance and continuous improvement efforts

Qualifications & Requirements:

- Master's degree in public health, Education, Social Sciences, or a related field (MPH preferred)
- A minimum of 7 years of relevant experience in academic program coordination, higher education, or public health administration, with a preference for experience in managing educational programs.
- Strong organizational, multitasking, and project management skills
- Excellent written and verbal communication skills in English (and [insert local language] if required)
- Demonstrated ability to work collaboratively in a multidisciplinary team
- Proficiency with MS Office, database management, and online learning platforms

Salary:

Negotiable salary package offered upon successful completion of the selection process.

Benefits:

Festival Bonus, Earned Leave Encashment, Health and Life Insurance, Increment on annual appraisal, and others as per policy.

Contract Types and Duration:

The agreement is based on a contractual service arrangement, but there is potential for extension based on performance.

Application Process:

Interested candidates are invited to submit a cover letter and curriculum vitae (CV) to recruitment.sph@bracu.ac.bd by **October 7, 2025**. Please indicate **"Application for the Education Programme Coordinator"** in the subject line of the email.

Only short-listed candidates shall be invited for the interview. All tests & interviews will be held in Dhaka.

We are an equal opportunity employer and encourage applications from qualified women and minority candidates.

The organization reserves the right to make an appointment at a grade lower than that advertised.