

## Vacancy Announcement

### Senior Officer- MPH programme

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 center of excellence in knowledge creation through research and training that connects with practice.

The Master of Public Health (MPH) Programme at BRAC JPGSPH, BRAC University is a 1.5 year's full-time international programme that has been offering transformative learning since January 2005 to develop next-generation public health leaders. Our innovative methodologies engage students in experiential learning and urban-rural community-based fieldwork to strengthen their understanding of public health challenges in a developing world context. We also have a strong pool of global faculty from top academic institutions.

BRAC JPGSPH is looking for a Senior Officer for its Masters in Public Health Programme.

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

#### Purpose:

The Senior officer of MPH is responsible for facilitating and ensuring the coordination and implementation of academic activities and educational strategies for the MPH Programme, closely working with the MPH team, faculty members, staff, and partners.

#### Key responsibilities:

- Work with Programme Coordinator and Dean in preparing the MPH Academic Calendar with Faculty Availability.
- Work closely with the MPH Coordinator and provide support for the overall implementation of MPH programme.
- To Maintain liaison with BRAC University on MPH admission and other issues related to the programme
- To undertake tasks and activities on MPH national and admission and outreach events.
- To work with the team to coordinate workshops, orientation, and graduation ceremony.
- To coordinate with the module coordinators and Teaching Fellow (TF) to ensure the timely preparation of module schedule, including field planning and other necessary deliverables.
- To assist in preparing field plans and necessary logistic arrangements.
- Maintaining and resolving student-related issues, including international student visa travel documents and accommodation.
- To work with the team for Day-to-day MPH Programme Management.
- To work closely with the team to coordinate international faculty.

#### Requirements:

- Post-graduate degree in Public Health or Social Sciences.
- At least 2-3 years of professional experience in academia/research/training/project design and implementation in reputed organisations.
- Must be able to communicate fluently in Bangla and English.
- Strong leadership in managing large projects and team-building skills.
- Good interpersonal skills.

**Salary:** The gross salary range for this position starts from BDT 40,000/-. A higher salary can be offered to highly deserving candidates.

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

How to apply: All interested candidates are advised to submit the application through Bdjobs online or apply through email at: [recruitment.sph@bracu.ac.bd](mailto:recruitment.sph@bracu.ac.bd) on or before **17 August 2024**. Please mention the following in the subject line of your email: **Job Application for Senior Officer, MPH.**

Only shortlisted 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 advertised.

BRAC JPGSPH regrets to inform you that it is not liable to reply to all the submitted applications.