

Vacancy Announcement

Assistant Coordinator- MPH programme- (1)

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.

BRAC JPGSPH is looking for an Assistant Coordinator for its Masters in Public Health Programme.

Webpage Link: <https://bracjpgsph.org/career.php>

Purpose:

The Assistant Coordinator, 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.
- 3-4 years of professional experience in academia/research/training/project design and implementation in reputed organizations.
- Must be able to fluently speak, read, write Bangla and English.
- Strong leadership in managing large projects and team-building skills.
- Good interpersonal skills.

Salary: Attractive salary package will be offered for truly deserving applicants

Benefits: As per the policies of BRAC JPGSPH.

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 on or before **26 August 2023**. Please mention in the subject line of your email:

Job Application for Assistant Coordinator, 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.

BRAC James P Grant School of Public Health, BRAC University

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