

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

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

BRAC JPGSPH is looking for a Coordinator for the ACCESS4ALL project funded by the ERASMUS+ CBHE grant by the EU. ACCESS4ALL (Adapting Climate Change Education, Skills, and Sustainability for Advancing Locally-Led Solutions) aims to shift the discourse on curriculum development for climate change in the Global South and, in this context, address the mismatch and gap in green skills required to address the challenges around employability in Bangladesh. The project is collaboratively undertaken by a consortium comprising of 3 higher educational institutes in Bangladesh: BRAC James P Grant School of Public Health, BRAC University; Independent University, Bangladesh; University of Liberal Art, Bangladesh; and two European partners: Maastricht University, the Netherlands, and the University of Heidelberg, Germany. The current approach to generating knowledge, curricula, and strategies on climate change adaptation and green transition is often top-down and Northern-led. This leads to a vacuum of contextualized knowledge, green skills, and understanding of locally-led innovations from the Global South. The project challenges this status quo by pioneering a co-designed, practice-based curriculum that emerges directly from the needs and innovations of the Global South.

Purpose:

The Coordinator is responsible for directing, organizing and controlling project activities, under the direction of the Project Director.

Key responsibilities:

- Coordinate and ensure smooth operations of all research activities of the Project in consultation with the Dean, PI and Co-PI
- Develop detailed implementation plans of the project activities and prepare budget
- Liaise with the local and international partners of the project consortium to ensure smooth operation and timely deliverable of all project components.
- Assist in the development and implementation of curricula and training components, dissemination and exploitation plans and undertake key tasks of sustainability plans.
- Upload and update on-time as per project timeline to the EU Grants portal and maintain steady communication with EU project officer.
- Support all mid and junior team members and ensure deliverables are on track.
- Develop and track budget with JPGSPH finance team and coordinate with finance focals of consortium partners
- Update finance and HR team if any changes occur in project human resources and budgetary issues.
- Monitor the activities of team working in the field and with stakeholders.

Requirements:

- Post-graduate degrees in Environment Management, Climate Change and Development, Development Studies, or Social Sciences.
- 7 Years of experience of managing research or education projects, and/or programs with strong leadership and team-building skills. At least 3 years as managerial position
- Ability to coordinate with developing partners to organize meetings, and conferences;
- Excellent writing, speaking and communication ability in English and Bengali.;
- Ability to work independently and lead teams with minimal supervision;
- Ability to multi-task with clients: external partners, projects;

Salary:

Attractive and negotiable salary package offered upon successful completion of 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 a potential for extension based on the availability of funds and performance

Application Process:

Interested candidates are invited to submit a cover letter, curriculum vitae (CV) to recruitment.sph@bracu.ac.bd by February 18, 2025. Please indicate "Coordinator Application" in the subject line of the email. Only shortlisted candidates will be contacted for interviews.

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.