

Vacancy Announcement Coordinator, Masters in Public Health (MPH) Programme

Position: 1

The BRAC James P Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 with the mission to create innovative public health leaders and solutions through cutting-edge, experiential education, training, research and advocacy. The Master of Public Health (MPH) Programme at BRAC JPGSPH is a 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. Since 2005, 658 students from 35 countries graduated from BRAC JPGSPH.

We are looking for a **Coordinator** for the Masters in Public Health (MPH) Programme of BRAC JPGSPH to facilitate the smooth functioning of the MPH department, ensure effective communications, assist in implementing the strategic goals set by the management and provide admission, post-admission and other logistical, and operational support to the students and faculties. The Coordinator will work closely with the Dean and Deputy Dean to help shape the MPH department's smooth operations.

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

Key responsibilities:

Admission related activities:

- Develop and execute marketing plan for the MPH program
- Develop content of the promotional materials for MPH admission
- Arrange JPGSPH open house for potential students
- Access and maintain BRAC University portal for admission of students
- Review of applications and short-list potential national and international candidates
- Coordinate and oversee admission process of national and international students
- Ensure integrity of the admission process
- Provide visa and travel support documents to students and external faculty
- Arrange orientation of new students

Post-admission activities:

- Prepare and maintain academic calendar and coordinate with faculty members, mentors, teaching fellows to plan and implement the academic calendar
- Execute faculty evaluation by the students and share the results with faculty members
- Ensure timely publication of results of each course and upload necessary documents to BRAC University portal
- Coordinate and organize field visits of students
- Organize additional career-building courses e.g., English language course
- Ensure accommodation, food, transportation of students
- Troubleshoot students' problems and ensure timely support (organize medical support, counseling support)
- Organize and attend events (graduation program, research day event, seminar/webinar, special events e.g., for TDR students) relevant to MPH education program
- Ensure disbursement of students' stipend and other financial support



- Keep track of students' tuition payments and maintain communication with Finance department
- Ensure payment of external faculty, research fellows, mentors
- Oversee payment of other vendors
- Prepare and send reports (e.g., scholarship report, UGC report, ranking report, annual report, newsletters)
- Support faculty and students to develop an academically rigorous learning environment and culture
- Provide support to TDR and other scholarship programs as needed
- Ensure smooth transition from 12-mo to 18-mo MPH program in 2025 academic year
- Support MPH graduates in their convocation

Other activities:

- Attend SMC meetings, weekly meetings, other relevant meetings
- Work closely with other research centers/hubs and departments at BRAC JPGSPH to support and promote academic and research activities
- Coordinate with other departments at BRACU to accomplish all tasks and responsibilities as and when needed
- Prepare annual budget for the MPH program and keep track of cost
- Activate alumni network and keep alumni involved with JPG events
- Provide academic and other support to the alumni.
- Supervise and strengthen capacity of the staff of MPH program
- Conduct Academic Committee meetings as per schedule
- Plan and execute Graduation Ceremony

Qualification/Requirements:

- Post-graduate qualification (Public Health, Business Administration, Social Sciences, or other relevant discipline)
- Must have at least 7 years of experience in the related field.
- Previous experience in the management and coordination of education programs
- Previous experience of the management of public health programs is highly preferred

Skills:

- Excellent interpersonal skills and ability to interact with diverse groups
- Well-developed facilitation skills and communication skills
- Proficiency in English
- Strong analytical skills.
- Good IT skills – expert in the use of MS Office
- Ability to prioritize and manage time to meet deadlines.
- Self-starter with ability to work independently and as part of a team.

Salary:

The gross salary range for this position starts from BDT 85,000/-. A higher salary can be offered to highly deserving candidates.

Benefits:

BRAC James P Grant School of Public Health, BRAC University

6th Floor, Medona Tower, 28 Mohakhali Commercial Area, Bir Uttom A K Khandakar Road, Dhaka-1213, Bangladesh.

Phone: 880-2-48812213-18 | www.bracjpgsph.org

Festival Bonus, Health and Life Insurance, Maternity/ Paternity Leave, Wellness Centre Facility, Day Care Facility, Transport facilities and others as per policy

How to apply: Interested candidates are requested to send their CVs to recruitment.sph@bracu.ac.bd by June 15, 2024. **Please mention- Application for MPH Coordinator in the subject line.**

Only shortlisted candidates shall be invited for the interview.

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

We are an equal opportunity institution and female candidates are encouraged to apply.