

Vacancy Announcement

Programme Officer - position: 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.

We are looking for a **Programme Officer** for the **Centre for Professional Skills Development in Public Health (CPSD)** of BRAC JPGSPH to facilitate the smooth functioning of the Emerging Voices for Global Health (EV4GH), ensure effective communication, assist in implementing the strategic goals set by the governing board and provide administrative, and logistical, and operational support to the governing board and the organization. EV4GH is an innovative multi-partner blended training programme for young, promising, and health policy and systems researchers, decision-makers, and other health system professionals with an interest in becoming influential global health voices and local change makers, particularly in LMIC.

The Programme Officer will work closely with the Director, CPSD (Manager of the EV4GH secretariate) to help shape the organization's future and make a positive impact on the global research community.

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

Key responsibilities:

Secretariat Management:

1. Manage and oversee the day-to-day operations of the EV4GH secretariat.
2. Maintain the organization's records, documents, and databases in an organized and easily accessible manner.
3. Ensure that all secretariat activities comply with organizational policies and procedures.
4. Assist PO to disseminate information to members and the public through various communication channels, such as newsletters, websites, and social media.
5. Coordinate, and execute events, conferences, and projects organized by the organization.
6. Assist in budgeting, logistics, and other operational aspects related to events and projects.
7. Collaborate with the finance team to ensure proper financial reporting and compliance.
8. Handle general administrative duties, including managing the secretariat's calendar, scheduling appointments, and coordinating travel arrangements.

Monitoring and Evaluation functions:

1. Assist in the development and implementation of M&E frameworks, systems, and tools for monitoring program activities, outputs, outcomes, and impact.
2. Conduct monitoring activities to track progress against project indicators, targets, and timelines.
3. Coordinate data collection, management, and analysis processes, ensuring the accuracy, reliability, and integrity of collected data.
4. Assist in the preparation of timely and accurate M&E reports, including progress reports and impact assessments, for stakeholders.



Other Responsibilities:

1. As assigned for supervision (staff and/or consultants)
2. Responsible for management of assigned budget and expenditure related to EV4GH and other assigned projects

Qualification/Requirements:

Post-graduate qualification (Business Administration, Social Sciences, Public Health, or other relevant discipline)

Proven Ability:

- 1 Ability to learn quickly and adapt to new tasks and responsibilities in a fast-paced environment.
- 2 Strong analytical skills with the ability to collect, organize, and analyze data effectively.
- 3 Excellent attention to detail and accuracy in data management and reporting.
- 4 Demonstrated proficiency in Microsoft Office Suite, particularly Excel and PowerPoint.
- 5 Basic understanding of monitoring and evaluation concepts and methodologies.
- 6 Willingness to collaborate with team members and support various M&E activities as required.
- 7 Commitment to maintaining confidentiality and adhering to ethical standards in data collection and reporting.
- 8 Previous experience or coursework related to data analysis, research methods, or program evaluation is a plus but not required.

Skills:

1. Excellent interpersonal skills and ability to interact with diverse groups.
2. Well developed facilitation skills.
3. Strong analytical skills.
4. Good IT skills – ability to use MS Office

Personal Competence:

1. Ability to maintain confidentiality.
2. Ability to prioritize and manage time to meet deadlines.
3. Self starter with ability to work independently and as part of a team.
4. Awareness of and sensitivity to the multi-cultural environment in which EV4GH operates.

Salary:

- Negotiable, commensurate with experience and qualification and benefits are as per the policies of BRAC JPGSPH.

How to apply: Interested candidates are requested to send their CVs to recruitment.sph@bracu.ac.bd by March 28, 2024.

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 most encouraged to apply.