

Assistant Coordinator, MPH Program

Established in 2004 to address the unmet public health challenges particular in Asia, Africa and Latin America, BRAC James P Grant School of Public Health (BRAC JPGSPH) at BRAC University was co-founded by BRAC, the world's largest Non-Government Organization reaching over millions of people in Bangladesh and beyond; icddr, a leading international health research institute, which fosters innovation in the development and delivery of global life- saving solutions and BRAC University, a premier higher education and development research institution. BRAC JPGSPH envisions being the leading global public health institute for the world's critical health challenges affecting disadvantaged communities. BRAC JPGSPH aims at creating innovative public health leaders and solutions through cutting-edge, experiential Education, Training, Research and Advocacy.

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 to facilitate and ensure 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 with the Course Coordinators and Lead Teaching Fellow (TF) to ensure the timely preparation of overall Course Module and Schedule, including field planning and other necessary deliverables
- Work closely with the MPH Coordinator/Dean and provide support for the overall implementation of the Summative Learning Project (SLP) Requirements:
- Update course materials, schedules, requirements, and provide information to
- students/participants; resolve problems
- V. Assist in the development of annual reports.

Requirements:

- Post-graduate degree in Public Health or Social Sciences.
- 4-5 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 Bjobs online or apply through email at: recruitment.sph@bracu.ac.bd on or before **19 June 2022**. Please mention in the subject line of your email: Job Application for Assistant Coordinator, MPH.

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.