

Vacancy Announcement

Deputy Manager - 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 **Deputy Manager** 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 Deputy Manager 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://bracjpgsph.org/career>

Key responsibilities:

Governance Support:

1. Assist the governing board in scheduling and organizing board meetings including preparing agendas, meeting materials, and minutes.
2. Support board members with their activities, including travel arrangements and coordination of their involvement in organizational events and initiatives.

Secretariat Management:

1. Manage and oversee the day-to-day operations of the 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. Serve as the primary point of contact for internal and external communications.
5. Coordinate communication between the board, staff, members, and external stakeholders.
6. Plan, coordinate, and execute events, conferences, and projects organized by the organization.
7. Assist in budgeting, logistics, and other operational aspects related to events and projects.
8. Assist with the management of the organization's budget and financial records.
9. Collaborate with the finance team to ensure proper financial reporting and compliance.
10. Handle general administrative duties, including managing the secretariat's calendar, scheduling appointments, and coordinating travel arrangements.



Qualification/Requirements:

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

Other Requirements:

- 1 Minimum 5 years' experience in the development and management of relevant programmes.
- 2 Played supervisory role for at least one year.
- 3 Experience of working in a multi-cultural environment.
- 4 Strong project management, grants management, and financial management skills with experience in budget tracking and management
- 5 Excellent interpersonal skills and ability to interact with diverse groups.
- 6 Fluent in English.
- 7 Good IT skills – ability to use MS Office.
- 8 Ability to maintain confidentiality.
- 9 Awareness of and sensitivity to the multi-cultural environment in which EV4GH operates.
- 10 Willingness to travel nationally and internationally.

Salary:

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

Contract Period:

- One year (expected to start as early as possible from December 2023 with the possibility of extension)

How to apply: Interested candidates are requested to send their CVs to recruitment.sph@bracu.ac.bd by Tuesday, December 5, 2023.

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.