

Programme Officer- MPH

BRAC James P Grant School of Public Health (BRAC JPGSPH) at BRAC University was established in 2004 as an international 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 centre of excellence in knowledge creation through research and training that connects with practice.

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

We are looking for a Programme Officer- MPH for the school.

Purpose:

The purpose of this position of Programme Officer- MPH would be to manage different aspects of administrative support for the Masters in Public Health programme of BRAC JPGSPH

Key responsibilities:

- Arrange refreshments, printing, copying, distribution, room bookings and travel tasks in support of the MPH Programme
- Be responsible for the delivery of effective academic administration support
- Assist with providing timely and accurate management information as required by the MPH Coordinator
- Attend and take minutes at appropriate academic MPH programme meetings
- Assist in disbursement and reimbursement of daily expenses of the MPH programme
- Effectively liaise with academic staff regarding day-to-day administrative functions, including student attendance monitoring, and examination preparation
- Assist in preparing field plan and logistic arrangement.
- Assist with national and international admission.
- Provide support in maintaining student record.
- Contribute to the delivery of the team's agreed objectives.
- Undertake any other duties and responsibilities appropriate to the post.

Requirements:

- Master's degree or equivalent preferably in Public Health or Social Sciences from a reputed university with excellent academic track record.
- A minimum of 2 years of experiences in project management/financial/office management;
- Good command of written and spoken English.
- Excellent numeracy and IT skills with a familiarity of Microsoft Office,
- Consistently display a positive approach to the working environment.
- Strong administrative skills.
- Able and committed to working as part of a team.
- Excellent attention to detail.
- Flexibility and willingness to undertake and learn new tasks.
- Excellent time management.
- Able to demonstrate initiative and a problem-solving capability.

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 Bdjobs online or apply through email at: recruitment.sph@bracu.ac.bd on or before **10 December, 2021**.

Special information: We are an equal opportunity employer and encourage applications from qualified women and minority candidates.

www.jpgsph.org