JOB POSTING: HIV AND HCV KNOWLEDGE TO ACTION (K2A) PROGRAM MANAGER

About the Canadian Society for International Health

The Canadian Society for International Health (CSIH) is a non-governmental organization that works both domestically and internationally to promote health equity and strengthen health systems. CSIH brings the Canadian global health community together to better achieve a shared goal of improving health worldwide. CSIH accomplishes this mission by:

- Providing spaces for its members and global health practitioners broadly to share knowledge and build partnerships,
- Improving health systems through international projects, and
- Preparing future global health leaders.

CSIH serves as an umbrella organization for approximately 500 members from Canada and abroad who have an interest in global health and development. CSIH partners with Canadian non-governmental organizations, community-based groups, public health units, health care professionals, academia and people with lived experience to implement a variety of projects that bridge the gaps between national response and Canada’s global commitments to addressing HIV and hepatitis C.

CSIH offers a generous benefits program, a centrally-located office in downtown Ottawa, and numerous learning and professional development opportunities. If you are passionate about health equity – we want you on our team!

Job Description

Position Title: Program Manager
Focus Area: HIV and HCV Knowledge to Action
Reporting to: Executive Director, CSIH
Summary: The Program manager provides leadership, coordination and support to the Canadian Alliance in HIV and HCV Knowledge to Action (K2A) Program funded by the Public Health Agency of Canada (PHAC) and implemented in partnership with the Canadian Association for HIV Research (CAHR).

Level of Effort: Full time
Salary range: $50,000 – $55,000 CAD
Term: present - March 31st 2022
Location: Ottawa preferred

Duties and Responsibilities

Project management:
- Overall implementation of K2A program in accordance with PHAC agreement
- Development and execution of annual work plans, budgets, and evaluation plans
- Create and/or maintain systems for tracking resources and performance
- Execute related administrative activities
- Produce and submit narrative and financial reports required by PHAC
- Seek and apply for additional funding for sustainability and related initiatives
Collaboration:
- Work in close collaboration with the Canadian Association for HIV Research (CAHR)
- Work with community organizations, people with lived experience, academia, Federal and Provincial/Territorial Ministries of Health, public health professionals, health providers across Canada to increase opportunities for joint-collaboration
- Participate and contribute to stakeholder engagement meetings, activities and working groups (CCPH21, CanHepC, PHAC’s Framework for Action on STBBI)
- Develop and implement activities for World AIDS Day and World Hepatitis Day

Communications:
- Communicate effectively with counterparts to ensure successful K2A implementation
- Develop and maintain content for K2A website section and social media
- Disseminate K2A information to interested parties as requested
- Design and produce brochures, posters, videos and other materials
- Communicate with the WHO, Pan-American Health Organizations, World Hepatitis Alliance and International AIDS Society to increase opportunities for collaboration
- Coordinate and participate in promotional activities
- Liaise and communicate with CSIH staff, members, consultants, partners and key stakeholders as required

Other:
- Participate in CSIH management responsibilities
- Recruit and supervise staff, interns and volunteers
- Other activities as required by ED

Qualifications:
- Graduate degree (Minimum Masters) in Public Health, Health Policy, Health Management, Public Administration or a related field
- Strong theoretical background in program science, HIV and HCV, knowledge transfer, population health and health systems strengthening
- 3-5 years of experience in PHAC funded project management, evaluation and reporting
- Excellent written, oral and comprehension skills in English; fluency in French is an asset
- Advanced proficiency in MS Office, SPSS, website maintenance

***MUST be eligible to work in Canada***

Application Instructions

Deadline to apply is Monday, September 28, 2020 at 12:00 PM ET. Send your CV and cover letter to info@csih.org with the subject line, “CSIH Job Posting – K2A Manager.”

We thank all those who apply, however, only those selected for an interview will be contacted.

CSIH is committed to diversity and equity around the globe and in our workplace. All our work is led by the following core values: Respect; Integrity; Diversity, Equity and Inclusion; and Excellence. We welcome applications from women, First Nations, Métis and Inuit persons, persons with disabilities, racialized persons, persons of minority sexual orientation or gender identity, and others who may contribute to diversification and share our values. If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require.