Job Title: Program Officer, TB Centre  
Hours: 10-15 hrs/week  
Contract dates: Sep 15, 2020 to Sep 14, 2021  
Date: 17 Aug 2020  
Deadline for Application: 4 Sep 2020  
Submit Application to: https://dighr.apps01.yorku.ca/machform/view.php?id=49904  
Application Package: Curriculum Vitae (2 pages) and cover letter (1 page) highlighting qualifications, and reference contacts (2)

Job Purpose: The Dahdaleh Institute for Global Health Research is currently seeking a qualified Program Officer to support administrative and website management for a virtual “TB Centre” and related research projects under the supervision of Professor Amrita Daftary.

The successful candidate will maintain a global inventory of TB focussed social science scholars and research for the TB Centre, a web portal for membership and knowledge exchange, and assist with event planning. The candidate will additionally provide administrative support for ongoing and new research projects related to quality of care for TB. This one-year position offers exceptional students or recent graduates an exciting opportunity to help launch a global community of practice focused on a leading infectious disease and contribute to related social science research.

Duties/Responsibilities
- Maintain a TB Centre website, including content development and updates
- Compile and maintain an inventory of organizations, individuals, and publications relevant to the interests of the TB Centre and the Supervisor’s research portfolio
- Communicate regularly with the Supervisor to foster a collaborative ethos with the Centre team and members, and research team members, as applicable
- Assist with writing of newsletters and blogs
- Assist with writing and submission of research proposals, protocols, and reports
- Other activities as deemed suitable

Qualifications/Expertise Required:
- Masters degree (in progress or completed) or Bachelors degree (completed) in health or communications, or equivalent education and experience
- Proficient and experienced in website management, including familiarity with Wordpress or other CMS
- Proficient and experienced with Hubspot, Mailchimp, or similar
- Proficient and experienced in MS Office suite and Endnote referencing
- Proficient and experienced in conducting literature searches using a university library system and various databases (e.g., EMBASE, PubMed)
• Strong written and verbal communication in English, including demonstrated ability to write for both academic and non-academic audiences
• Strong organizational skills, ability to work independently and proactively from remote location, and meet deadlines
• Familiarity or experience with infectious disease, global health or social-behavioural research is desirable
• Understanding of web design and/or development is desirable

University Policies and Procedures
While you are employed as a research employee, you are required to abide by the University policies and procedures available on the York University website.