

Network Director (ND)

Purpose of the Job

The Network Director will be Principal Assistant to the Managing Trustee.

Job Description

- Deputizing the Managing Trustee;
- Planning and implementing programmes, projects and activities for workshops, seminars, training, scholarships and fellowships, publications and maintaining the necessary communication and coordination at the Secretariat and of the Network;
- Assisting the Managing Trustee to prepare long and short-term plans, including annual plans of action;
- Organizing relevant Network meetings and training activities including conferences, seminars, workshops, forums, etc;
- Preparation of calls, advertisements, announcements of Network training and research activities,
- Receiving, compiling and analyzing applications for network research and training activities;
- Communicating with meeting participants;
- Preparing activity and periodic research and training reports;
- Preparing minutes of Scientific Coordinating Committee
- Making inputs into financial reports;
- Preparation of proposals and protocols for funding purposes;
- Disseminating Network output to Network stakeholders including research and other scientific communities, governments, research donors and sponsors, private sector and other partners, communities, etc..;
- Producing the Network publications;
- Acquiring and disseminating pertinent literature;
- Assisting, representing and deputizing the MT at scientific and management meetings when necessary;
- Carrying out any other duties as assigned by the Managing Trustee (MT);

Qualifications

- Preferably a medical degree, with postgraduate qualifications in public health, epidemiology, IEC, or similar specialty, preferably to PhD level;
- Demonstrated good track in biomedical research;
- Proven experience of not less than five years in institutional management/leadership is essential;
- Competence with computer usage is essential, as are good interpersonal attributes.