

**Name of organization:** McGill University – School of Dietetics and Human Nutrition / Centre for Indigenous Peoples' Nutrition and Environment (CINE)

**Name of project:** Building capacity for sustainable lives in Ghana  
GAC Project # S-065653

**Position Title:** Research Program Manager

**Starting date:** April 3, 2017

**Reporting to:** Dr. Grace S. Marquis

The Program Manager will play a senior role in managing the research project at McGill University with a focus on supporting the implementation and monitoring of research and program activities. This is expected to be a 15-month position; however, its duration is dependent on the approval each year of the project's budget by the funding agency, the project's continued need to renew this position, and the successful annual performance review of the Program Manager.

**Main Functions:**

- Plan, direct, coordinate, implement, and monitor the short- and long-term initiatives for the project: Building capacity for sustainable livelihoods and health through public-private linkages in agriculture and health systems
- Perform budget and accounting functions in accordance with GAC and McGill procedures
- Communicate with Principal Investigators in Canada and Ghana, and other project partners
- Interact and work with team members to ensure successful completion of the project
- Prepare reports for GAC and regular updates of all activities for the PI
- Assist in preparation of the project's newsletter and peer-reviewed publications

**Responsibilities:**

- Manage the implementation (day-to-day operations) of the project
- Manage project resource allocation and budget
- Develop, schedule, and monitor project timelines
- Track project deliverables
- Provide support to project team members in Canada and Ghana, including students
- Generate annual work plans and budget forecasts and annual and semi-annual financial progress reports
- Monitor and report on progress, problems, and solutions of the project to all partners
- Generate and draft narrative progress reports for stakeholders and GAC
- Provide support for peer-reviewed journal publications and professional meeting presentation

***Work Hours, hourly wage, and Location of work:***

The program manager will normally be required to work 40 hours per week, from Monday to Friday. If work, in excess of the regular weekly hours of work is necessary, it will be compensated in equivalent time off. The expected hourly wage will be according to the AMURE collective agreement. The location of work is the Centre for Indigenous Peoples' Nutrition and Environment (C.I.N.E.).

***Employment Qualifications:***

- Master's degree in Nutrition or related field
- Demonstrable project management experience in a large research project
- Great attention to detail
- Excellent writing skills
- Solid foundation in Microsoft office and a statistical package such as SPSS or SAS
- Ability to plan and teach nutrition and health related activities
- Knowledge of practical aspects of project management
- Proficient spoken and written English
- Courteous and professional manners and excellent communication skills
- Able to travel internationally, if necessary

***Additional application requirements:***

- Reference(s) who can attest to project management capacity
- Example of written reports/publications