

CALL FOR APPLICATIONS: PROJECT COORDINATOR

THE OPPORTUNITY

We have an exciting half-time opportunity for a Project Coordinator to assist with the Queen Elizabeth II Diamond Jubilee Scholarship award held by Carleton University. The Coordinator will be engaged with an international network of universities including Carleton and three universities in Sub-Saharan Africa throughout this three-year project.

THE PROJECT

This ***Queen Elizabeth II Scholarship for Advanced Scholars*** focuses on ***Societal Transformation and Climate Change: Training the Next Generation of Scholars in Sub-Sahara Africa & Canada (QES NextGen Project)***. It will be delivered by Carleton University in partnership with three partner Institutions: University of Ghana, Mzuzu University, Malawi and the Nelson Mandela Africa Institute for Science and Technology, Tanzania. The Project is supported by the Queen Elizabeth II Diamond Jubilee Scholarship – Advanced Scholars Program as well as financial and in-kind contributions from the four participating Institutions

The QES NextGen Project will arrange for research exchanges of approximately 11 advanced scholars per year, totaling 44 exchanges over the project's life span. The exchanges will be for a period of 4 months, with 33 incoming scholars from the SSA partner institutions and 11 outgoing PhD students from Carleton University. Each exchange will include research activities at the host institution as well as a short-term research placement with partner organizations. The QES NextGen Project will also convene an annual Climate (Ex)Change (CExC) workshop, with the first workshop being hosted by Carleton University and the next 3 workshops rotating through the partner Institutions in Sub-Saharan Africa.

OVERVIEW OF THE PROJECT COORDINATOR'S POSITION

This is a half-time appointment @ an average of 19 hrs per week, starting in November 2017 and continuing until the Project concludes on 31 December 2020. The starting salary is \$30,000 per annum, with an annual scale increases TBD. Benefits are TBD.

The Project Coordinator will be responsible for overall administration of *the* QES NextGen Project. Reporting to the Principal Investigator, the Coordinator's broad areas of responsibility will include:

- overseeing the administration of the project
- liaising with and facilitating regular meetings of the Implementation Committee members (Carleton and the partner universities)
- all reporting as well as involvement with the design and management of all aspects of the Academic and Leadership programming over the Project Term

PROJECT COORDINATOR'S RESPONSIBILITIES

Overseeing administration: The Coordinator will maintain the Project's office and oversee interactions amongst the Institutional partners, manage research funds in conjunction with Carleton's Research

Finance Services Office, coordinate reporting to the Project's funders, and provide logistical support for QES Advanced Scholars.

Supporting the implementation committee: The Coordinator will be the liaison and provide administrative services to the Carleton University and Sub-Saharan African members of the QES NextGen implementation team.

Assisting with workshop logistics: The annual CExC workshop will focus on Societal Transformation and Climate Change and on broader research themes such as grant writing, research networking, and design-thinking. The Coordinator will be responsible for overseeing logistics for the 1st workshop to be held at Carleton University (most likely) in winter 2018, as well as providing support to the teams that develop the subsequent workshops at each of the Sub-Saharan African Universities until 2020.

Orientation of visiting scholars: The Coordinator, in collaboration with Carleton International and the research supervisors, will assist African scholars with obtaining visas, Ottawa logistics to ensure early integration into the city and campus life, as well as the interaction with placements at Canadian internship partners.

Facilitating the leadership and professional development of QE scholars: The Coordinator will be responsible for interacting with QE Scholars in order to ensure they develop their own individual professional development plans during the life of the QES NextGen Project. The Coordinator will assist with matching scholars with research supervisors and securing placements with suitable research partners.

Assist with CU placements in SSA: The Coordinator will assist Carleton University's QE Scholars with logistics leading to a research exchange and placement in one of the partner SSA institutions.

Networking and communications: The Coordinator will assist with developing project communications and events as well as the linkages with key stakeholders to create a thriving Canada-Africa NextGen network amongst the participants to interact with each other through ongoing inter-year or inter-cohort communications.

Supporting implementation team: Provide full liaison services for the Steering Committee

Oversee networking events in Ottawa: Each year the Coordinator will assist SSA and Carleton University QES-NextGen scholars with interactions with SSA embassies, public agencies, NGOs, community engagement, the Carleton Climate Commons Working Group and other related agencies

Monitoring and evaluation, and annual preparation of reports for UC: The Coordinator will monitor and collect data for Carleton University and for Universities Canada relating to financial reporting and program evaluation.

Manage recruitment of scholars (nominations): The Coordinator will be responsible for recording all nominations, seeking co-supervisors, placement partners, and will ensure that the QES NextGen is able to achieve a 50:50 gender balance, the early career scholars chosen will be required to meet this balance over a two year rolling average, etc.

Other duties: A small portion of the Coordinator's time (e.g. 5%) will be reserved for Other Duties.

SKILLS PROFILE AND APPLICATION PROCESS

Multi-institutional project management experience, knowledge of research processes in international contexts, familiarity with Carleton's administration environment and a working knowledge of standard computer applications (e.g. Word, Excel, Wordpress, Whatsapp, etc) are desirable attributes. Suitable individuals are invited to email their application to Sarah Mohammed (sarah.mohammed@carleton.ca) no later than 17 November 2017. The application should include a brief cover letter that summarizes the applicant's capacity to undertake the Project Coordinator's responsibilities and an up-to-date resume.