



IUHPE – UIPES

INTERNATIONAL UNION FOR HEALTH PROMOTION AND EDUCATION
UNION INTERNATIONALE DE PROMOTION DE LA SANTÉ ET D'ÉDUCATION POUR LA SANTÉ
UNIÓN INTERNACIONAL DE PROMOCIÓN DE LA SALUD Y EDUCACIÓN PARA LA SALUD

Flash Info

The IUHPE is offering three full time permanent positions for its new Secretariat office at the School of Public Health (ESPUM) at the University of Montreal. All three positions are outlined below. Please feel free to share these announcements with your own networks.

Applicants should send their CV and application letter highlighting their motivation, experience and assets to (mclamarre@iuhpe.org), no later than August 25th, 2017.

The interviews will be held on August 30th, 31st and September 1st, 2017, at the Institut de recherche en santé publique de l'Université de Montréal (IRSPUM) - 7101, Avenue du Parc. Candidates should be available to begin work as soon as possible.

If you have any specific questions, please contact Marie-Claude Lamarre at mclamarre@iuhpe.org



Job description

1	Job title:	Scientific Affairs Coordinator
	Location:	Université de Montréal School of Public Health located at: 7101 Ave Parc suite 3187 Montréal, Quebec, Canada
	Contract:	Full time Permanent
	Salary:	Gross Annual Salary: CAD 60,000
2	Job Purpose:	The Scientific Affairs Coordinator supports implementation of the IUHPE's scientific programme, working with the Vice-President for Scientific Affairs, the Vice-President for Partnerships, the Editor in Chief of the IUHPE peer-reviewed Journal <i>Global Health Promotion</i> , and the Executive Director. S/he coordinates and facilitates the implementation of various scientific collaborations, projects and initiatives.
3	Organisational context:	<p>The International Union for Health Promotion and Education (IUHPE) is a global professional nongovernmental organisation working in health promotion around the world. The IUHPE's core mission lies in making the case for effective health promotion and the development and implementation of healthy public policy. Our purpose is to influence and facilitate the development and implementation of health promotion knowledge, strategies and projects.</p> <p>We provide an international network that encourages the free exchange of ideas, knowledge and experiences, collaborating in the development and implementation of projects at global, regional and local levels. We work closely with other global, regional, and national health-focused organizations both in and outside the health sector, including from government, civil society and the private sector, across a range of settings.</p> <p>The IUHPE is a trilingual organisation with English, French and Spanish as official working languages, but over 80 percent of</p>

		the work is conducted in English.
4	Key result areas:	<ul style="list-style-type: none"> • S/he will coordinate the development and implementation of scientific collaborations, projects and initiatives as part of contractual agreements with major partners (World Health Organization, International or National Development Agencies, Member Health Promotion Agencies, Health Promotion Research Centres and Institutes, etc.); • S/he will support the development of the scientific programme of IUHPE World and Regional Conferences; • S/he will screen all relevant information related to calls for project application; and explore avenues for new partnerships; • S/he will fulfill the role of ‘Managing Editor’ of the IUHPE’s official Journal, <i>Global Health Promotion</i>, ensuring the efficient, professional and timely production of the publication; • S/he will work with the Communications Officer, the VP for Scientific Affairs, the VP for Communications, the Executive Director and the President in generating material for dissemination through the IUHPE’s various communications platforms; • S/he will support the work of the IUHPE Global Working Groups on a needs basis.
5	Assignment and review of work:	<p>The Scientific Affairs Coordinator’s work is assigned and reviewed by the Executive Director.</p> <p>S/he works in close collaboration with and under the supervision of, the Vice President for Scientific Affairs for all scientific projects activities and conferences programming;</p> <p>S/he also works in close collaboration with the Editor in chief of the IUHPE peer-reviewed Journal <i>Global Health Promotion</i>, Associate Editors, Editorial Advisory Board and IUHPE Publisher’s team.</p>
6	Communication and working relationships:	<p>Internal and external communications take place through email, webex, teleconferences, Skype, Tweet, and other IT tools.</p> <p>Travel to meetings in Canada and abroad may be required.</p> <p>The Scientific Affairs Coordinator will be able to function well as a team player working within the International Secretariat based at the University of Montreal and through a multicultural and extremely diverse global network of health promotion specialists.</p> <p>S/he will at times be required to work directly with members of the Executive Board.</p>

7	Qualifications and/or experience/skills required/desired:	<p>Education</p> <p>A degree in health promotion, public health or a related field. Previous experience in a public health/health promotion institution will be preferred.</p> <p>Skills</p> <ul style="list-style-type: none"> ❖ Familiarity with quantitative and qualitative research methods in the social sciences; ❖ Project management skills including flexibility to organize multiple initiatives ; ❖ High proficiency using the Internet, Microsoft Office and other IT tools; ❖ Excellent written and oral communication in French and English, with impeccable grammar and spelling; ❖ Ability to speak and write in Spanish preferred; ❖ Strong organizational and interpersonal skills.
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Job description

1	Job title:	Communications Officer
	Location:	Université de Montréal School of Public Health located at: 7101 Ave Parc suite 3187 Montréal, Quebec, Canada
	Contract:	Full time Permanent
	Salary:	Gross Annual Salary: CAD 60,000
2	Job Purpose:	The Communications Officer supports the implementation of the IUHPE's communications activities, working with the Vice President for Communications, the Vice President for Fund Raising and Marketing, and the Vice President for Conferences. S/he contributes to all internal and external communications from and about the IUHPE.
3	Organisational context:	<p>The International Union for Health Promotion and Education (IUHPE) is a global professional nongovernmental organisation working in health promotion around the world. The IUHPE's core mission lies in making the case for effective health promotion and the development and implementation of healthy public policy. Our purpose is to influence and facilitate the development and implementation of health promotion knowledge, strategies and projects.</p> <p>We provide an international network that encourages the free exchange of ideas, knowledge and experiences, collaborating in the development and implementation of projects at global, regional and local levels. We work closely with other global, regional, and national health-focused organizations both in and outside the health sector, including from government, civil society and the private sector, across a range of settings.</p> <p>The IUHPE is a trilingual organisation with English, French and Spanish as official working languages, but over 80 percent of the work is conducted in English.</p>

4	Key result areas:	<ul style="list-style-type: none"> • S/he will organize and coordinate the timely implementation of the IUHPE’s communication activities, ensuring organizational visibility; • S/he will ensure the integrity of the IUHPE’s communications, ensuring they are consistent with the IUHPE’s values and standards; • S/he will develop and manage the IUHPE website drafting regular updates, and developing new content; assisting IUHPE members and other users of the online platform; contributing to the identification and implementation of further developments (online courses, webinars...) and acting as the main contact person for all interactions with the ICT company developing and hosting the system; • S/he will draft and disseminate the IUHPE monthly e-Newsletter (Flash Info); • S/he will ensure the smooth coordination of the IUHPE Twitter Account and other social media; • S/he will coordinate the writing and production of the annual report of IUHPE; • S/he will contribute to the organization of the IUHPE triennial World Conference on Health Promotion; • S/he will supervise the IUHPE visual identity; • S/he will prepare and distribute promotional material • S/he will support the work of the IUHPE Networks on a needs basis.
5	Assignment and review of work:	<p>The Communications Officer’s work is assigned and reviewed by the Executive Director.</p> <p>S/he works in close collaboration with and under the supervision of, the Vice President for Communications, the Vice-President for Fund-raising and Marketing, and the Vice President for Conferences, depending on the scope of activities undertaken.</p>
6	Communication and working relationships:	<p>Internal and external communications take place through email, webex, teleconferences, Skype, Tweet, and other IT tools.</p> <p>Travel to meetings in Canada and abroad may be required.</p> <p>The Communications Officer will be able to function well as a team player working within the International Secretariat based at the University of Montreal and through a multicultural and extremely diverse global network of health promotion specialists.</p> <p>S/he will work with the Executive Director and other team members in coordinating and generating material for dissemination through the IUHPE’s various communications</p>

		channels. S/he will at times be required to work directly with members of the Executive Board.
7	Qualifications and/or experience/skills required/desired:	<p>Education A degree in communications. Previous experience in a public health/health promotion institution will be preferred.</p> <p>Skills</p> <ul style="list-style-type: none"> ❖ Written and verbal communication skills in French and English, including experience writing news, web and marketing content; ❖ Project management skills including flexibility to organize multiple initiatives and ability to deal with multiple demands and priorities, and often competing deadlines; ❖ High proficiency using the Internet, Microsoft Office and other IT tools; ❖ Ability to speak and write in Spanish preferred; ❖ Strong organizational and interpersonal skills and ability to work in a collaborative environment; ❖ Appreciation of diverse perspectives and ability to work with diverse groups including members and Regional structures of the IUHPE, Executive Board members, and other team members.

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Job description

1	Job title:	Administrative Office Specialist
	Location:	Université de Montréal School of Public Health located at: 7101 Ave Parc suite 3187 Montréal, Quebec, Canada
	Contract:	Full time Permanent
	Salary:	Gross Annual Salary: CAD 50,000
2	Job Purpose:	The Administrative Office Specialist supports the Executive Director in ensuring the effectiveness of administrative and governance functions. S/he works with the Vice President for Finance and Internal Control, the Vice President for Fund-raising and Marketing, and the Vice-President for Membership, by planning, and coordinating all administrative, and financial services, and making sure the IUHPE Secretariat and the whole global network operate smoothly and efficiently.
3	Organisational context:	<p>The International Union for Health Promotion and Education (IUHPE) is a global professional nongovernmental organisation working in health promotion around the world. The IUHPE's core mission lies in making the case for effective health promotion and the development and implementation of healthy public policy. Our purpose is to influence and facilitate the development and implementation of health promotion knowledge, strategies and projects.</p> <p>We provide an international network that encourages the free exchange of ideas, knowledge and experiences, collaborating in the development and implementation of projects at global, regional and local levels. We work closely with other global, regional, and national health-focused organizations both in and outside the health sector, including from government, civil society and the private sector, across a range of settings.</p> <p>The IUHPE is a trilingual organisation with English, French and Spanish as official working languages, but over 80 percent of the work is conducted in English. Given the legal and</p>

		administrative status of the organisation, for this specific position, fluency in French is essential.
4	Key result areas:	<ul style="list-style-type: none"> • S/he will undertake all tasks related to Office and human resources management as well as daily financial operations and accounting; • S/he will prepare regular cash-flow and budget monitoring documents to share with the Executive Director, President, Vice President for Finance and Internal Control and Vice President for Administration; • S/he will be in charge of the IUHPE membership database management; • S/he will provide some administrative support to the IUHPE's programmes and activities including conferences, events, meetings and communications.
5	Assignment and review of work:	<p>The Administrative Office Specialist work is assigned and reviewed by the Executive Director;</p> <p>S/he works in close collaboration with the Vice President for Finance and Internal Control, Vice President for Administration, and Vice President for Membership;</p> <p>S/he is also in regular contact with the professional accountant in charge of auditing IUHPE accounts for IUHPE Executive Board and Partners.</p>
6	Communication and working relationships:	<p>The Administrative Office Specialist must show ability to use word processing, spreadsheet, database management and other software applications to schedule meetings, prepare reports and produce presentations.</p> <p>S/he will be able to function well as a team player within the International Secretariat based at the University of Montreal and through a multicultural and extremely diverse global network of health promotion specialists.</p> <p>S/he must be able to support the work of the Capacity Building and Professional Development Officer for membership development and membership services. S/he must also work closely with the Communications Officer for the website development.</p>
7	Qualifications and/or experience/skills required/desired:	<p>Education</p> <p>A degree in business administration or a related field. Previous experience in a public health/health promotion institution will be preferred.</p> <p>Skills</p> <ul style="list-style-type: none"> ❖ Strong organizational and interpersonal skills; ❖ Attention to detail;

		<ul style="list-style-type: none">❖ Ability to prioritise tasks and work well with others;❖ High proficiency using the Internet, Microsoft Office and other IT tools;❖ Excellent written and oral communication in French and English, with impeccable grammar and spelling;❖ Ability to speak and write in Spanish preferred.
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