

ISGlobal Training and Education Programme Officer

The Training and Education Programme Officer reports directly to the Director of Training and Education. This is a part-time position (27 hours / week).

Principal responsibilities:

- Manage marketing activities and communications materials for the department, including online communications;
- Manage relationships with external consultants and vendors in regards marketing and communications activities;
- Support the director in developing and participating in activities related to institutional relationships and partnerships, especially in regards international networks;
- Represent ISGlobal Training and Education at local and international conferences and meetings;
- Conduct research and development activities related to special / research projects in concert with the Director and Training and Education team;
- Participate in strategic planning exercises.

Abilities:

- Excellent organisational skills;
- Excellent written and oral communication;
- Knowledge of / comfort with Web sites and online learning tools;
- Ability to represent the training and education department in public and with international networks;
- Identification with ISGlobal's work and mission.

Experience:

- 7-10 years working in project management, educational programs or research, or administration;
- Experience in the university environment or with academic / research institutions;
- Experience in evaluation of educational programmes is a plus.
- Experience in capacity building / strengthening activities in LMIC is a plus.

Education:

- Post-graduate degree in health or life sciences, educational sciences, or management.

Languages:

- Written and spoken Spanish (advanced) and English (advanced);
- Catalan valued;
- Additional languages a plus.

Una iniciativa de:



How to apply:

Applicants must send a CV and a cover letter and passport copy by email to **job@isglobal.org**, with the subject heading **TRAINING**. The closing date for the receipt of applications is **January the 31st. 2017**. **Applications will be accepted until 17.00 CET of the closing date.**

Only shortlisted candidates will be contacted

In ISGlobal we are committed to maintaining and developing a work environment in which the values and principles of our organization are respected and equal opportunities between women and men be promoted in each of the areas in which we operate, not tolerating discrimination based on criteria such as age, sex, marital status, race, ethnicity, disabilities, political leanings, religion or sexual orientation. "In accordance with articles 5 and 6 of Law 15/1999 on personal data protection, we inform you that your personal data will be incorporated into a Human Resources file, for which the Private Foundation Barcelona Institute for Global Health (ISGlobal) is responsible. If you do not inform us otherwise, ISGlobal will understand that you have consented to the processing of your data. Your information will not be disclosed to individuals or legal public or private entities without your consent unless authorized by law. You can exercise your rights to access, rectify, cancel and oppose the use of your personal information by contacting ISGlobal by post at C/Rosselló, 132, 5è 2a and 7è, 08036 - Barcelona or by email at info@isglobal.