

Manitoba Training Program Coordinator– Project Management Institute, MB.



The University of Manitoba is a driving force of innovation, discovery and advancement. Our momentum is propelled by our campus community – UM faculty, staff and students whose determination and curiosity shape our world for the better. Our teaching, learning and work environment is uniquely strengthened and enriched by Indigenous perspectives. With two main campuses in Winnipeg, satellite campuses throughout Manitoba, and world-wide research, UM’s impact is global.

Discover outstanding employee benefits, experience world-class facilities and join a dynamic community that values reconciliation, sustainability, diversity, and inclusion. We are one of Manitoba’s Top Employers and one of Canada’s Best Diversity Employers. At the University of Manitoba, what inspires you can change everything.

The opportunity:

Assisting the Director, the incumbent will take a lead role in planning and managing all administrative and key programmatic aspects of the Manitoba Training Program in Health Services Research (MTP-HSR). The individual in this position will work under the direction of the MTP Director, however, will need to exercise judgment in the development of partnership relationships, budgets, and day-to-day program operation and management. With guidance from the Director, this position will be responsible for the smooth operation of the MTP-HSR program, from day-to-day administration to larger scale program planning (e.g., student recruitment, student placement planning and monitoring), all of which requires regular communication with the Director, with students and faculty, and with healthcare system stakeholders. The individual is expected to communicate with the Director on a regular basis.

The qualifications and experience we’re looking for:

- Completion of the formal training program in project management and communications from a recognized institute is required.
- Bachelor's Degree or equivalent in experience is preferred, with demonstrated aptitude/experience in the health or social sciences sector, with at least some background in communications and project management.
- Four years of directly related administrative experience is required.
- Experience in health system training programs including placement planning and development is required.
- Demonstrated ability to organize, analyse and interpret information and/or financial data in order to make sound decisions is required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

Why the University of Manitoba?

Along with being one of Manitoba's top employers, we are proud to provide a collaborative and enriching work environment. In addition to a strong compensation package with a competitive salary, the University provides an exceptional workplace that includes:

- Comprehensive group benefits and pension plan.
- Competitive vacation time.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Apply today through the University of Manitoba's recruitment site, UM Careers:

https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ_ID= 25357

Closing Date: January 27, 2022

Applications will only be accepted if you apply on UM Careers.

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.
