



Advice of Position Vacancy

Date:	May 26, 2020
Position Title:	Project Management Specialist
Posting Number:	2020-29
Status:	Temporary Full Time – 5 days (35 hours) per week (1-year term)
Closing Date:	Please send your cover letter and resume to humanresources@drpeter.org by June 9, 2020.

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, addictions, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Project Management Specialist to join our Knowledge Translation & Evaluation Team on a temporary full time basis (1-year contract).

Position Description and Duties:

This position reports to the Director of Knowledge Translation & Evaluation and operates within an evaluation and knowledge translation (KT) team, which engages in capacity building and knowledge exchange initiatives with national and international partners and stakeholders related to supervised consumption services and iOAT (injectable opiate agonist treatments).

Key Responsibilities:

The Project Management Specialist is responsible for the following:

- Monitoring and implementing knowledge translation project management frameworks for government contribution agreements, grants, and a series of other smaller projects;
- Coordinating regular project management meetings and a functional structure for action item response;
- Developing workflow strategies amongst the KT team members, and other key identified staff;
- Coordinating contractors and key suppliers;
- Developing timetables for new grant submissions (with input from content experts); and
- Maintaining monthly and quarterly project calendars.



Required Competencies:

The Project Management Specialist must possess the following competencies:

- Excellent project management skills;
- Public health and harm reduction knowledge;
- Strong verbal and email communication skills;
- Candidates must be self-motivated, detail-oriented, and highly-organized;
- Ability to work independently; and
- Ability to quickly assess priorities and respond accordingly.

General Working Conditions:

This position requires organization and the ability to prioritize workload. Multitasking and flexibility is a must in order to meet deadlines, and to support many activities that may occur concurrently or without notice. Evening and weekend work may be required.

Education, Qualifications and Experience:

The preferred education, qualifications and experience of the Project Management Specialist are:

1. Masters preferred or Bachelors with 5-7 years of relevant experience in one of the following or related fields: health administration, public administration, business administration, public health, community health, sciences, social sciences, public policy, sociology, epidemiology, etc.
2. Completion of a Project Management Certificate.
3. Proficiency with Microsoft Office software.