

Vacancy Announcement



Centre for Peace and Justice

Position Title: Academic Coordinator	Starting from: ASAP
Duration: 3 Years	Number of Position: 1
Type of Appointment: Contractual	Work Station: Dhaka, Bangladesh
Salary: Negotiable	Experience: 7 Years (Minimum)

BACKGROUND:

Centre for Peace and Justice (CPJ) is a multi-disciplinary academic institute, which intends to promote global peace and social justice through quality education, research, training and advocacy. CPJ is committed to identifying and promoting sustainable and inclusive solutions to a wide range of global concerns and issues, including fragility, conflict and violence. The institute has multiple interventions in Cox's Bazar under its Refugee Studies Unit (RSU). CPJ has recently reviewed its strategy and has decided to expand its academic activities over the coming years. CPJ is, therefore, wanting to appoint an Academic Coordinator to initiate and build the academic portfolio of CPJ.

POSITION OVERVIEW:

The Academic Coordinator will be responsible for CPJ's academic programme. The position holder will become an important member of CPJ's senior management team. The position holder is expected to be strategic, self-motivated but operate as a team player. S/he is expected to have an impressive track record in the arena of education possessing sound knowledge and expertise of educational frameworks and tools. S/he should possess conceptual clarity and be able to present them adequately in different fora.

DUTIES AND RESPONSIBILITIES:

- Overall responsibility of CPJ's academic programme;
- Design and implement CPJ's academic courses;
- Coordinate CPJ's academic activities and encourage synergy within CPJ;
- Coordinate and liaise with Open Society University Network (OSUN) Hubs for Connected Learning Initiative;
- Implement workplans agreed with OSUN Hubs and communication teams to showcase the achievements of academic activities;
- Develop academic networks and working collaborations with relevant partners, stakeholders and authorities in Bangladesh and overseas; and
- Any other duties and responsibilities assigned by the Executive Director.

QUALIFICATION:

- Completed University Degrees from reputed foreign institutions in relevant disciplines, preferably in the field of education;
- Relevant work experience of 7 years (minimum) or more;
- Excellent command over written and oral English and Bangla;
- Possess analytical and IT skills;
- Demonstrated high level of proficiency in education technology and tools; and
- Experience in developing and conducting short courses and workshops.

OTHER ATTRIBUTES

- Ability to multi-task and meet deadlines;
- Possess interpersonal skills;
- Pro-active and insightful; and
- Prepared to travel extensively.

Reporting Line:

The position holder will report to the Executive Director, CPJ, Brac University.

Deadline of Application Submission: CV along with a motivation letter should be sent to cpj@bracu.ac.bd By 22 August, 2022 mentioning name of position in the subject line;

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- CPJ is an equal opportunity employer and women are encouraged to apply.
 - Please note that only short-listed candidates will be called for interview.
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