Project Manager

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Professional and Managerial Group

Project Manager

Live Work Well Research Centre
College of Social and Applied Human Sciences

Temporary full-time from September 1, 2020 to August 31, 2022

Hiring #: 2020-0205

Please read the Application Instructions before applying

Reporting to the Director, Live Work Well Research Centre, College of Social and Applied Human Sciences, the Project Manager (PM) provides leadership and support for the day-to-day activities of the Engendering Disability-Inclusive Development (EDID) partnership, a 7-year SSHRC-funded research partnership working in four countries (Canada, Haiti, South Africa and Vietnam). The PM initiates, develops, arranges and supports: project-wide activity coordination; partner relations; budgetary oversight and financial reporting; and personnel management.

In strategic engagement with all the partners as well as internal and external stakeholders, the Project Manager will manage and support the research, knowledge mobilization and communication work within the EDID partnership. The Project Manager will work to raise the profile and impact of the EDID partnership internally and externally and support the development of a strategy for long-term partnership sustainability. The Project Manager will work and coordinate with the staff of the Live Work Well Research Centre.

Requirements of the position include:

Master’s degree in Development Studies, Sociology, Public Policy, Political Science, Critical Disability Studies or cognate field and some professional experience or advanced training in project management and grant administration, or an equivalent combination of education and experience. Applicants should have experience working with Disabled Peoples’ Organizations (DPOs), government stakeholders, and academics. Preferred applicants will have experience working in community-based research partnerships. Experience working with international partners is an asset. Required skills include project management skills, familiarity with budgeting systems and protocols in a fast-paced university environment, and strong writing skills for both academic and public audiences. Applicants will need to have excellent computer skills, including comfort with Microsoft Office, Excel, PowerPoint. They will also have strong planning and organizational skills, and multi-tasking ability. Written and oral French language skills are an asset.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations

Classification P04

Professional/Managerial Salary Bands

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

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