

GRANT- PAID JOB OPPORTUNITY

POSTING NUMBER: GPD-19004
POSTING DATE: January 24, 2019
CLOSING DATE: February 16, 2019

Chief Administrative Officer Canadian Center for Vaccinology

Position Summary:

The Canadian Center for Vaccinology (CCfV) located in the IWK Health Centre in Halifax, is a collaboration of Dalhousie University, the IWK Health Centre, and Nova Scotia Health Authority. The Center is a dynamic multi-disciplinary research hub focused on vaccine research in discovery, evaluation, and policy, programs, and implementation. The complete job description can be found at <http://centerforvaccinology.ca/careers-training/employment-opportunities/>

The Chief Administrative Officer (CAO) reports to the Center Director and directs, administers, and coordinates the internal operational activities of the Center in accordance with policies, goals, and objectives established by the Director, Deputy Director, and Associate Directors (together, "The Executive"). The CAO is responsible for planning, implementing, evaluating and continuously improving the operational functions at the Center.

Responsibilities:

- Interact with Sponsors, government, institutions, and other agencies, members of the research community, and organizations in representing the interests of CCfV
- Lead the development and preparation of short-term and long-range organization and project plans based upon broad Center goals and objectives
- Lead the performance management process that measures and evaluates progress against goals of the Center. Appraise the performance of all CCfV management staff, in consultation with the Director
- Direct financial and administrative staff in the development of budgets, financial reports, and other required reporting documentation
- Oversee the performance of the Center's multi-site research networks, including governance, communications, contracting and budgeting, and progress reporting
- Act as a direct supervisor to the functional Managers/Coordinators (Field, Laboratory, Data, Finance, Communications, Project Management). Directly oversee the Administrative staff of the Center

Qualifications: Minimum Bachelor's degree in a related field, preferably Business Administration, plus 10 years progressive management experience is required; Master's Degree is an asset. Must have a thorough understanding of finance, and HR; broad experience with a range of business functions, systems and software, strategic planning and communications. Demonstrated track record of results in exceeding goals. Experience leading teams, including virtual and multi-site teams is required. Possess excellent communication skills including producing technical and strategic reports, recommendations, and presentations for internal and external audiences.

Status: 37.5 hours per week

Pay Scale: \$90,000 - \$115,000 including a competitive benefit package

Duration: 1 year term with possibility of renewal

Deadline for application: February 16, 2019

Interested parties should forward a cover letter and current CV to:

Barbara Sweeney, Human Resources
Barbara.sweeney@iwk.nshealth.ca

We thank all applicants, however, only candidates selected for an interview will be contacted.