

Job Posting

Manager, Research Funding Programs

The Ontario HIV Treatment Network (OHTN) is seeking a highly qualified applicant for the position of Manager, Research Funding Programs. The person will be responsible for the overall management of the OHTN's research granting programs, including the Impact-Focused Research Program and the Community-Based Research Program. The incumbent will promote, build and support processes and systems, including technological systems, to ensure the integrity of the OHTN's research programs and its peer review process, as well as the financial accountability for its research investments.

This position is a one year contract with possibility of renewal.

Responsibilities

- Oversee the operation of the research funding programs, including the priority setting and peer review processes
- Develop information and guidelines on all research funding programs and calls
- Support the Board of the OHTN and the Research Policy and Priorities Advisory Committee
- Assist in developing new funding calls and research initiatives
- Develop effective working relationships with individuals and organizations applying to the OHTN
- Respond in a timely way to all enquiries and requests for information
- Monitor and evaluate the impact and effectiveness of the OHTN's funding programs
- Maintain effective working relationships with other health research funders
- Provide technical support for research teams applying for grant funding external to OHTN
- Identify opportunities to disseminate research findings (KTE)

Required Skills

- Masters in a health discipline or program evaluation or equivalent experience
- 5+ years of experience
- Knowledge of research funding and administration
- Commitment to the principles of community-based research
- Understanding of the guidelines, policies and regulations governing human research ethics in Canada
- Superior written and verbal communication skills
- Exceptional organizational and project management skills
- A highly motivated, detail-oriented self starter able to work with minimal supervision
- A hands-on, forward-thinking planner, problem solver and implementer, capable of anticipating and dealing with challenges proactively
- A team player who willingly and enthusiastically provides support to other OHTN programs as required
- Fully conversant in Microsoft Word, PowerPoint, Excel, and Outlook application software.

Hiring Range

- \$62,500 – 73,000

How to Apply

For consideration, please submit a resume and a cover letter by August 15, 2014 via email to careers@ohtn.on.ca quoting "Manager, Research Funding Programs" in the subject line.

The Ontario HIV Treatment Network is committed to employment equity and encourages applications from persons living with HIV/AIDS and persons with culturally diverse backgrounds.