



Job description

1	Job title:	Membership Development and Capacity Building Officer
	Location:	Université de Montréal School of Public Health located at: 7101 Ave Parc, suite 3187 Montréal, Quebec, Canada
	Contract:	Full time Permanent
	Salary:	Gross Annual Salary: CAD 50,000
2	Job Purpose:	<p>The incumbent will have a dual focus in this position.</p> <ol style="list-style-type: none">1) The Membership Development and Capacity Building Officer will revise, update and implement the current IUHPE Membership Development strategy, plan and objectives.2) S/he will also coordinate initiatives to support professional development in health promotion (i.e. the development of the IUHPE global accreditation system for Health Promotion). The IUHPE Health Promotion Accreditation System was established in 2014 to promote quality assurance, competence and mobility in Health Promotion practice, education and training globally. <p>S/he will develop tools and resources for the IUHPE global network and more broadly for the global health promotion community working closely with key experts of the IUHPE Global Network in capacity building, education and training.</p> <p>S/he works in collaboration with the Vice President for Membership, and the Vice President for Capacity Building, Education and Training.</p>
3	Organisational context:	<p>The International Union for Health Promotion and Education (IUHPE) is a global professional nongovernmental organisation working in health promotion around the world. The IUHPE's core mission lies in making the case for effective health promotion and the development and implementation of healthy public policy. Our purpose is to influence and facilitate the development and implementation of health promotion knowledge, strategies and projects.</p>

		<p>We provide an international network that encourages the free exchange of ideas, knowledge and experiences, collaborating in the development and implementation of projects at global, regional and local levels. We work closely with other global, regional, and national health-focused organizations both in and outside the health sector, including from government, civil society and the private sector, across a range of settings.</p> <p>Global membership development is at the core of the International Union for Health Promotion and Education’s (IUHPE) activities in order to sustain a strong professional network of institutions and experts in a broad range of health promotion, public health and related domains to carry out its mission to promote health and achieve equity in health worldwide.</p> <p>The growth of the IUHPE network is vital to extend its influence worldwide, and to ensure financial viability of the Organization.</p> <p>The IUHPE Health Promotion Accreditation System builds on internationally agreed definitions of Health and Health Promotion as defined in World Health Organisation (WHO) Charters and Declarations on Health Promotion. The System also builds on international experience and research in competency based approaches to Health Promotion, including the Galway Conference Consensus Statement on Domains of Core Competency, Standards and Quality Assurance for Building Global Capacity in Health Promotion, the CompHP Project and other competency frameworks developed globally.</p> <p>The IUHPE is a trilingual organisation with English, French and Spanish as official working languages, but approximately 80 percent of the work is conducted in English. Given the legal and administrative status of the organization, for this specific position, fluency in French is essential.</p>
4	Key result areas:	<p>The Membership Development and Capacity Building Officer will lead practical efforts to maintain existing membership and encourage recruitment of new members. There will be a particular focus on recruiting:</p> <ul style="list-style-type: none"> - institutional agency members - new academic institutional members; - all membership categories in low-income countries; and - in regions and countries with little IUHPE presence. <p>The Membership Development and Capacity Building Officer ensures service provision to IUHPE members, Regional Offices and specialty networks</p>

		<p>S/he encourages membership growth by:</p> <ul style="list-style-type: none"> - responding to queries and communications, as well as relevant matters regarding membership administration and new members. - drafting, analysing and presenting membership trends and developments globally, by region, category and area of activity. - supporting the development of the IUHPE membership network across the world, facilitating the implementation of a membership development plan. <p>S/he supports capacity building efforts by:</p> <ul style="list-style-type: none"> - Developing tools and resources for capacity building, education and training for the IUHPE global network and more broadly for the global health promotion community working closely with key experts of the IUHPE Global Network. - Leading the implementation of the IUHPE Accreditation System on Health Promotion: further develop quality assurance systems for Health Promotion at the global level; promote the System through all communications media, supports and events (eg. Regional and global conferences organised by the IUHPE and/or partners); process accreditation of health promotion practitioners and courses according to procedure; respond to queries and communications; maintain the IUHPE Health Promotion Register of accredited members.
5	Assignment and review of work:	<p>The Membership Development and Capacity Building Officer's work is assigned and reviewed by the Executive Director; S/he works in close collaboration with the VP for Membership and the VP for Capacity Building, Education and training. S/he also works closely with the Board of Directors of the IUHPE Global Accreditation System.</p>
6	Communication and working relationships:	<p>The Membership Development and Capacity Building Officer must:</p> <ul style="list-style-type: none"> - Be a strong advocate for IUHPE - Function well as a team player within the International Secretariat based at the University of Montreal and through a multicultural and extremely diverse global network of health promotion specialists. - Show ability to use word processing, spreadsheets, database management and other software applications to prepare reports and produce presentations.
7	Qualifications and/or experience/skills required/desired:	<p>Education</p> <p>A degree in health promotion, public health, social sciences and/or communication science, international relations or a related field. Previous experience in an NGO or public health/health promotion institution will be preferred.</p> <p>S/he must have interest and experience in competency-based approaches.</p>

		<p>Skills</p> <ul style="list-style-type: none"> ❖ Strong organizational and interpersonal skills; ❖ Negotiation skills; ❖ Cultural sensitivity; ❖ Attention to detail; ❖ Ability to prioritise tasks and work well with others; ❖ High proficiency using the Internet, Microsoft Office and other IT tools; ❖ Excellent written and oral communication in French and English; ❖ Ability to speak and write in Spanish preferred. <p>Other requirements</p> <ul style="list-style-type: none"> ❖ Meets legal requirements to live and work in Canada on a permanent basis
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To Apply:

Please send your CV and application letter highlighting your motivation, experience and assets to Liane Comeau (lcomeau@iuhpe.org) no later than July 2, 2018.

The interviews will be held during the week of July 16, 2018, at the International Union for Health Promotion and Education – Canada (IUHPE-CANADA) c/° Ecole de Santé Publique de l'Université de Montréal, 7101, Avenue du Parc, 3rd Floor.

Candidates should be available to begin work as soon as possible.

If you have any specific questions, please contact Liane Comeau (lcomeau@iuhpe.org).