# Job description (Second call)

<table>
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<tr>
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<th><strong>Job title:</strong></th>
<th>Membership Development and Capacity Building Officer</th>
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<tbody>
<tr>
<td></td>
<td><strong>Location:</strong></td>
<td>Université de Montréal, School of Public Health located at: 7101 Ave Parc, suite 3243 Montréal, Quebec, Canada</td>
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<td><strong>Contract:</strong></td>
<td>Full time Permanent</td>
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<td></td>
<td><strong>Salary:</strong></td>
<td>Gross Annual Salary: CAD 50,000</td>
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## 2 Job Purpose:

The incumbent will have a dual focus in this position.

1) **S/he** 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 (e.g. implementation of the IUHPE global accreditation system for Health Promotion, based on a competency model).

**S/he** will be responsible for recruiting new members (individuals and institutions), engaging with existing members, and developing health promotion tools and resources for the global health promotion community. **S/he** will work closely with key experts of the IUHPE Global Network in capacity building, education and training.

**S/he** will work in collaboration with the Vice President for Membership, and the Vice President for Capacity Building, Education and Training.

## 3 Organisational context:

The International Union for Health Promotion and Education (IUHPE) is a global professional nongovernmental organisation working in health promotion around the world. IUHPE engages in strengthening healthy public policy and reinforcing the capacities of the health promotion workforce.
We provide an international network that encourages the free exchange of ideas, knowledge and experiences. We collaborate in the development and implementation of projects at global, regional and local levels, both in and outside the health sector, with government, civil society, and the private sector.

**Global membership development** is at the core of the International Union for Health Promotion and Education’s (IUHPE) activities. It is essential to sustain a strong professional network of institutions and experts in health promotion, public health and related domains to carry out IUHPE’s mission to promote health and equity in health worldwide.

The growth of the IUHPE network is vital to extend its influence worldwide, and to ensure financial viability of the Organization.

**Capacity-building** is also a key activity of IUHPE and its Health Promotion Accreditation System builds on internationally agreed definitions of Health and Health Promotion in World Health Organisation (WHO) Charters and Declarations. The System also builds on international experience and research in competency-based approaches to Health Promotion.

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.

4 **Key result areas:**

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:
- institutional agency members
- new academic institutional members;
- all membership categories in low-income countries; and
- in regions and countries with little IUHPE presence.

The Membership Development and Capacity Building Officer will ensure service provision to IUHPE members, as well as Regional Offices and specialty networks. S/he encourages membership growth by:
- 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.
- facilitating the implementation of a membership development plan.
| Assignment and review of work: | The Capacity Building and Professional Development 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. |
|---------------------------------------------------------------|
| Communication and working relationships: | The Membership Development and Capacity Building Officer must: 
- Be a strong advocate for IUHPE when engaging with members and potential members 
- Be capable of approaching institutions about becoming members or maintaining their membership 
- Function well as a team player within the International Secretariat based at the University of Montreal and with a multicultural global network. |
| Qualifications and/or experience/skills required/desired: | **Education** 
A degree in health promotion, public health, social sciences and/or communication science, international relations or a related field. 
S/he must have interest and experience in competency-based approaches. 
S/he must have interest and experience in developing and maintaining networks of professionals, experts and/or institutions. 

**Skills**  
- 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.

To Apply:

Please send your CV and application letter highlighting your motivation, experience and assets to Liane Comeau (lcomeau@iuhe.org) no later than September 5, 2018.

The interviews will be held during the week of September 17, at the International Union for Health Promotion and Education – Canada (IUHPE-CANADA) c/o École 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@iuhe.org).

Please note: if you have already applied in response to our initial announcement, you do not need to reapply. Your application will be considered along all other applications received.