Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Project Manager

Job ID	**41-BD-55-01-BA-63**
Web Address	https://careers.indigenous.link/viewjob?jobname=41-BD-55-01-BA-63
Company	Ontario Institute For Cancer Research
Location	Toronto, Ontario
Date Posted	From: 2024-04-03 To: 2024-09-30
Job	Type: Full-time Category: Miscellaneous
Languages	English

Description

About OICR

OICR is Ontario's cancer research institute. We bring together people from across the province and around the world to improve the lives of everyone affected by cancer. We take on the biggest challenges in cancer research and deliver real-world solutions to find cancer earlier and treat it more effectively. We are committed to helping people living with cancer, as well as future generations, live longer and healthier lives.

Launched in December 2005, OICR is an independent institute funded by the Government of Ontario through the Ministry of Colleges and Universities.

Job Details

Position: Project Manager

Location: MaRS Centre, Toronto

Department: Global Alliance for Genomics and Health (GA4GH)

Reports To: Executive Lead

Salary: Commensurate with level of experience; total compensation includes a competitive benefits plan (Sun Life), plus a defined benefit pension plan (HOOPP)

Hours: 21 hours/week

Job Type: Hybrid

Status: Part-Time, Temporary (15-month contract)

Position Summary

The Global Alliance for Genomics and Health (GA4GH), based in part at the Ontario Institute for Cancer Research (OICR), is looking for a Project Manager to support the operations of the GA4GH and will be a critical role to enable the GA4GH to achieve its strategic objectives through aligning and managing resources (financial and personnel), liaising with stakeholders, and coordinating communications.

GA4GH is an international, nonprofit alliance formed in 2013 to accelerate the potential of research and medicine to advance human health. Bringing together hundreds of contributors working in healthcare, research, patient advocacy, life science, and information technology, the GA4GH community is working together to create policy frameworks and standards to enable the responsible, voluntary, and secure sharing of genomic and health-related data. Learn more at www.ga4gh.org.

GA4GH is supported by four international hosts: the Broad Institute of MIT and Harvard, the Wellcome Sanger Institute, EMBL-EBI, and the Ontario Institute for Cancer Research (OICR). Eight technical and policy framing teams ("GA4GH Work Streams") drive the standards development work to meet the specific needs of real world clinical and genomics data sharing projects. GA4GH Work Streams collaborate with Driver Projects-genomic data initiatives that help identify, develop, and pilot our products.

This position is temporary, part-time (21 hours/week) for fifteen (15) months to cover a maternity leave.

Position Responsibilities

Manages the unit/department financial resources:

Manage most aspects of annual operating budget at Secretariat location (OICR), with input and direction from the OICR finance and grants management teams, and GA4GH CEO. Budget management involves overseeing multiple cost

centres.

Approve expenditures within signing authority limits.

Analyze financial/statistical reports on a regular basis; monitor, analyze and reconcile variances from approved plan; take remedial action to attain budgeted targets.

Prepare and present financial reports, as required.

Support fundraising efforts through budget development, producing supporting materials, coordinating sponsorship outreach and liaising directly with funders.

Monitor the overall GA4GH long-term budget and ensure there are sufficient funds through tracking active and pending grants located at OICR; This includes mapping out grant cycles and the tracking of active and pending grants located at OICR.

Oversees day-to-day operations:

Develop and implement day-to-day operating policies, systems, and procedures to contribute to organizational effectiveness.

Contribute to GA4GH operational and strategic goals, and align work processes and communications accordingly.

Co-ordinate and contribute to the development and implementation of GA4GH protocols, policies, and procedures (working with the Executive Committee and Secretariat).

Participate in regular meetings of the Secretariat in order to align work, develop, and implement work processes; ensure consistent communication with external stakeholders.

Performs corporate management responsibilities that advance OICR's goals and support alignment with GA4GH:

Ensure alignment of GA4GH initiatives with OICR's mission, vision, and policies.

Foster collaboration and coordination between GA4GH and other OICR programs and departments.

Attend town hall meetings and other key organizational gatherings to stay informed about OICR activities, priorities, and updates.

Contribute to the development and implementation of strategies to enhance the visibility and impact of GA4GH within OICR and the broader scientific community.

Support the integration of GA4GH initiatives into OICR's research and operational frameworks, ensuring seamless collaboration and resource utilization.

Provide regular updates and reports to OICR management regarding the progress, challenges, and opportunities associated with GA4GH activities and partnerships.

Collaborate with OICR's communications team to effectively communicate GA4GH-related developments, achievements, and initiatives to internal and external stakeholders.

Support the implementation of Equity, Diversity, and Inclusion (EDI) strategies within GA4GH and OICR, ensuring a diverse and inclusive work environment.

Qualifications

Completion of a Bachelors degree in Business Administration or equivalent work experience and/or education.

Experience in project management.

Experience in grants management.

Experience with word processing, slide presentations, and spreadsheets are required.

Familiarity with working in a GSuite environment.

Familiarity with the global health research setting.

Above average writing skills.

Above average organisational skills.

Excellent analytical, problem-solving, and time management skills.

Ability to work both autonomously and collaboratively.

Independent and self-motivated.

Thrives in a fast-paced, dynamic environment.

Able to work flexible hours on occasion.

For more information about OICR, please visit the website at www.oicr.on.ca.

To learn more about working at OICR, visit our career page.

CLOSING DATE: Until Filled

How to Apply

Click "Apply Now"

If you are interested in being considered for this position, please go to the job link above and click on "Apply" at the

bottom of the page.

Resume Format: If you elect to apply, please click on the "Apply for this Job" button below. You will be required to enter contact details, and to attach your resume to your application. Please attach your resume as a .pdf or .doc file.

The Ontario Institute for Cancer Research thanks all applicants. However, only those under consideration will be contacted.