

Vacancy Announcement:

Senior Manager, Partnerships and Strategic Development

The BRAC James P. Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a centre of excellence in knowledge creation through research and training that connects with practice.

Webpage Link for more details: <https://bracjpgsph.org/career>

Purpose:

The Senior Manager, Partnerships and Strategic Development, will play a critical role in strengthening and expanding the school's local, regional, and global partnerships across the academic, corporate, and development sectors. Working directly with and supporting the Dean, the role requires a highly motivated and trustworthy individual capable of managing complex relationships and ensuring timely follow-up on all institutional engagements.

Key responsibilities

Partnership Development and Management

- Identify, initiate, and manage partnerships with corporate/private sector entities, Government bodies, development partners, embassies, and academic/research institutions, both local and international, for research, education, and training initiatives
- Draft and review partnership agreements related to research and education, MoUs, and contracts in coordination with legal and administrative teams
- Follow up on partnership leads, ensuring timely communication, relationship maintenance, and closure of actionable items
- Support in developing partnership models and resource mobilization strategies in alignment with the School's vision and mission and strategic plan.
- Monitor and analyze local, regional, and global trends and political climate that impact public health partnerships, and brief the Dean and senior management as necessary.
- Develop briefs for the Dean and senior management on the school's initiatives and its research and educational programs, stakeholders, embassies, development partners, and country priorities.

Research Engagement

- Support the grants team with grant applications, partnership proposals, and donor communications.
- Assist in the planning and delivery of external communications related to partnership outcomes and institutional visibility.
- Contribute to reports, presentations, and promotional materials as needed for donor, partner, and public audiences.

Administrative and Strategic Support

- Provide strategic support to strengthen partnerships with the BRAC ecosystem, including, BRAC, BRAC University and its Schools and Institutes, and BRAC International

- Attend high-level meetings with and on behalf of the Dean, identify follow-up actions, and ensure completion.
- Exercise mature judgment, discretion, and confidentiality when dealing with sensitive matters.
- Provide strategic guidance and updates to the Dean on relevant developments and institutional opportunities.
- Work closely with the communications team with strategic inputs in branding

Educational Qualifications:

- Master's degree in Communications, International Development, International Relations, Economics, Business, or related field.

Skills, Experience and Knowledge Requirement:

- At least 9 years of professional experience in partnerships, communications, or a strategic coordination role, preferably in a health, academic, or nonprofit setting.
- Demonstrated experience in drafting agreements and managing collaborative projects.
- Understanding of the public health sector, local, regional and global development priorities, and institutional grant-making processes.
- Exceptional interpersonal, written, and verbal communication skills.
- High level of integrity, and ability to manage confidential information.
- Detail-oriented with excellent organizational and follow-up skills.
- Demonstrated interest in learning and growing in resource mobilization, communications, and strategic leadership.
- Proven ability to work independently and under pressure in a fast-paced environment.
- Must be able to communicate well, both written and oral, in English

Salary:

Negotiable salary package offered upon successful completion of the selection process.

Benefits:

Festival Bonus, Earned Leave Encashment, Health and Life Insurance, Increment on annual appraisal, and others as per policy.

Contract Types and Duration:

The agreement is based on a contractual service arrangement, but there is potential for extension based on performance.

Application Process:

Interested candidates are invited to submit a cover letter and curriculum vitae (CV) to recruitment.sph@bracu.ac.bd by **December 29, 2025**. Please indicate "**Application for the Senior Manager, Partnerships and Strategic Development**" in the subject line of the email.

*Only short-listed candidates shall be invited for the interview. All tests & interviews will be held in Dhaka.
We are an equal opportunity employer and encourage applications from qualified women and minority candidates.*

The organization reserves the right to make an appointment at a grade lower than that advertised.