



Global South Artificial Intelligence for Pandemic and Epidemic Preparedness and Response Network (Global South AI4EP Network)

L'Intelligence Artificielle Pour La Préparation Contre Les Epidémies et Les Pandémies Dans Le Sud Global

Position Title: Network Manager

Research Program: Global South AI4EP Network

Contract Term: 1 year with a possibility of extension

Start Date: November 01, 2022

Annual Salary: \$80,000

Hours of Work: 35 hours per week

Reports To: Executive Director, Global South AI4PEP Network

About Global South AI4PEP Network

This initiative will address existing knowledge and practice gaps in the Global South by establishing a multi-regional network to deepen the understanding of how responsible Artificial Intelligence solutions can improve public health preparedness and response. It will strengthen the capacity of interdisciplinary researchers and policy makers across Lower and Middle Income Countries (LMICs) in Africa, Asia, Latin America and the Caribbean, and the Middle East and North Africa, to support early detection, response, mitigation and control of developing infectious disease outbreaks. Projects within the initiative will work closely with governments, public health agencies, civil society and other actors to generate new knowledge and collaborations to inform practice and policies at subnational, national, regional and global levels.

Job Purpose:

This position will support the creation of the GlobalSouth AI4PEP Network and the network's engagement and knowledge mobilization efforts to effectively disseminate and mobilize the research that has been produced as well as foster future research opportunities with institutions and Foundations across the world. This position will play a key role in building and maintaining the Global South AI4PEP Network brand to enhance and promote International



Development Research Centre's (IDRC) commitment to supporting innovative and locally championed solutions from LMICs and York's reputation as the world's leading university in fostering more equitable and responsible approaches to complex health-care needs through the ethical use of artificial intelligence. The incumbent will work closely with the Global South AI4PEP team members as well as York University staff and external organizations.

Major Duties:

Community Engagement – Manage and enhance relationships on behalf of Global South AI4PEP Network

- In collaboration with the Network Chief Scientist, networks with government departments and non-governmental agencies that relate to the network's research focus
- Develops and implements tools for international relations management (e.g., template documents, checklists, guidelines, organization of information)
- Oversees responses to inquiries from international organizations, global partners, media and other units at York University regarding Global South AI4EP Network research
- Manages and organizes international delegations and institutional missions abroad, in coordination with York International
- Oversees the ongoing maintenance of the Global South AI4EP international research partnership database
- Maintains a working knowledge of international research initiatives relating to the Global South AI4PEP Network mandate and advise the Network Executive Director.
- Participates in fostering and maintaining creative partnerships among academic researchers, all levels of government, and non-governmental organizations.
- In collaboration with the Network Chief Scientist, engages the public in educational science communication initiatives through various communications tools
- Facilitates increases in the number and variety of research partnerships as required for successful completion of the research program and effective dissemination of its findings.
- Oversees and facilitates community engagement events within Global South AI4PEP, from preparing event materials to logistical details
- Identifies and suggests ideas that could potentially lead to significant partnership opportunities.
- Identifies and suggests leveraged funding opportunities that advance the research partnership.
- Documents all relationships and interactions within the VPRI enterprise system for the network's future use.
- Participates in developing an engagement framework to promote research partnerships and knowledge mobilization strategies that leverage matching fund programs.

Communications

- Supports the Global South AI4PEP Network in developing a strategic communications plan engaging the global community with the goal of improving the IDRC and York's global standing and expanding relationships with international research communities, funding agencies and Foundations.
- Serves as the primary contact and resource for the project's activities
- Maintains effective and collaborative relationships with internal stakeholders such as VPRI, York faculties and units including the Faculty of Science and the Dahdaleh Institute
- Maintains and establishes new relationships with external participants and partners in the communities across the Global South.
- Ensures the effective flow of information internally and externally including preparation and dissemination of promotional materials, announcements, and other activities.
- Works with the Network Chief Scientist and Communication and Community Engagement officer in preparing quarterly newsletters and materials reporting on workshops, seminars and other activities for public dissemination in accessible and popular forms.
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- Leads and coordinates the development and maintenance of web-based infrastructure, including the partnership website
- In conjunction with the Executive Director, develops an annual report and submits it to the IDRC
- In conjunction with the Executive Director, develops and submits reports to other funders as required.
- Analyzes communications efforts by using suitable metrics and develop plans for improvement and enhancement
- In collaboration with the team, develops high quality and engaging content (online and print) to build a strong Global South AI4PEP Network brand, promote Global South AI4PEP Network research and enhance Global South AI4PEP Network, IDRC and York's reputation to global audiences
- Maintains abreast of all research initiatives under Global South AI4PEP Network and supports The Faculty of Science and VPRI in reporting requirements

Knowledge Mobilization and Training

- **Participates in the** development of workshops and prepares materials for students and community partners to learn research design, data analysis, report writing, and knowledge mobilization techniques
- Liaises with partners to develop effective seminars, workshops, and symposia and knowledge mobilization strategies
- Prepares annual report reporting and evaluating knowledge mobilization activities and proposing strategies for the upcoming year

Administration



- Arranges and attends team meetings, takes minutes and ensures the preparation and distribution of meeting notes and supporting documents
- Tracks project deliverables and milestones and ensures project participants are aware of their responsibilities and timelines
- Supports the development of grant applications to Provincial and Federal funding programs and Foundations that take advantage of and facilitate research collaborations with government and non-government organizations
- Negotiates and manages research partnership agreements and liaise with appropriate individuals at York to execute and monitor the agreements
- Arranges for set up of sub-grant transfer agreements to other project partners and/or receiving of funds from project partners
- Supports the Executive Director in the hiring, coordination and management/supervision of project support personnel

Financial/Reporting

- Assists the Executive Director and partners with preparation of Milestone Report, annual Achievement Reports, Mid-Term Report and Review, and Final Report
- Assists project partners in preparation of Annual Partner Report tracking cash and in-kind contributions
- In consultation with the Executive Director, prepares grant budgets and forecasts; monitors and reconciles all transactions to ensure activities are within budget
- Processes all invoices and payment transactions, including but not limited to payment requisitions, invoice requisitions, claims for reimbursement, international wire transfers, journal transfers etc.
- Processes all HR related documents to ensure employees are paid in a timely manner, including Employee Transaction Forms (ETFs), timesheets, and non-resident payment forms etc.
- Works with Procurement on purchasing from external vendors, creating purchase requisitions where required and processing payments to vendors
- Manages the finances of other successful funding grants and contracts that support the network
- Maintains an organized filing system for all documents, ensuring invoices, receipts and forms are filed appropriately and retained for the required time period
- Reviews year-end financial reports generated by Research Accounting for the Executive Director's approval

Education and Experience:

- Master's degree in International Development, Business Administration or related discipline. Ph.D. degree would be an asset.
- Minimum 3 years demonstrated related experience in academic, NGO or community-based research environment.

Skills/Specialized Knowledge:



- Excellent oral and written communication skills
- Demonstrated organizational, project management and problem-solving skills
- Strong financial skills to prepare, monitor and report on budgets and develop financial reports
- Proven ability to exercise good judgment, take initiative and work independently
- Strong interpersonal skills and ability to deal courteously and effectively with people
- Excellent management skills and knowledge related to academic research projects and grants
- Strong abilities to access and mobilize resources in the university setting
- Strong abilities to foster and execute innovative and effective knowledge mobilization for academic projects
- Knowledge of governmental agencies and non-governmental organizations interested in sponsoring AI in clinical public health research
- Knowledge of academic research and university processes and environments
- Track record in developing multidisciplinary and multi-sectoral research networks
- Excellent computing skills, especially with research, presentations, communications, content development and using the Microsoft Office suite of applications
- Masters (Ph.D. preferred) with demonstrated experience in International Development
- Bilingual in French and English would be an asset

Application Instructions

Please submit a cover letter and resume to the Executive Director of the Global South AI4PEP Network, Prof. Jude Kong at AI4PEP@gmail.com. This position is open until filled.