

## Research Coordinator Job Announcement

Job title: Research Coordinator

Location: Flexible (Preferable Europe)

### About City Cancer Challenge

City Cancer Challenge Foundation (C/Can) supports cities around the world as they work to improve access to equitable, quality cancer care.

The approach is built on the core principle that cities can drive impact at national level by crafting data-driven solutions with the support of a network of global, regional, and local partners that reflect an understanding of the unique local context.

C/Can was launched by the Union for International Cancer Control (UICC) at the 2017 World Economic Forum Annual Meeting in Davos. It was established as a standalone Swiss Foundation in January 2019, and is now active in 13 cities around the world.

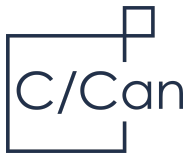
### Summary of Position

At C/Can we aim to help the our network of cities establish knowledge hubs that inspire change in other cities; for the global health community to better understand factors that determine access to quality cancer care; to inform policymakers on how to develop better cancer policies; and to stay responsive to changing conditions that require innovative interventions. As the Foundation's data assets and capabilities are growing and maturing, we are searching for an exceptional individual to support generating knowledge by providing support across the organisation on research projects from the early planning stages until the final project completion.

### Key Responsibilities

Reporting to the Director for Technical Cooperation and Capacity development, the Research Coordinator has responsibilities across C/Can in three key areas:

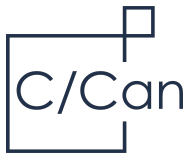
1. Support the development and implementation of a Research Agenda that creates long term, equitable collaborations with local stakeholders.
  - Coordinate C/Can team members and local stakeholders; plan the research agenda and the engagement of city stakeholders and partners; define the resources needed; coordinate and monitor that all tasks are on



- schedule.
- Reach out and engage local and global academic and/or research institutions to support the delivery of the research agenda.
  - Support the development and implementation of a C/Can publication policy that ensures inclusiveness of all local stakeholders and covers issues regarding intellectual property, authorship, conflicts-of-interest, sponsorship, dissemination of research results.
2. Coordinate the creation of Knowledge Hubs in the C/Can network of cities to accelerate progress in the area of Cancer Care and Transfer the Impact to Other Cities.
- Conduct a review of C/Can cities academic and research institutions and assess existing knowledge generating capacity and opportunities.
  - Run a readiness assessment on how C/Can cities can contribute as C/Can knowledge hubs.
  - In partnership, design, develop and implement a capacity development plan for the cities to proactively start generating knowledge products and strategies for knowledge transfer.
3. Support C/Can cities to facilitate the integration of evidence-informed decision-making into policymaking and practice established.
- Develop and steward partnerships with academic and/or research institutions working in policymaking to support the translation of knowledge into practice.
  - Set up mentoring and twinning programs with relevant research and policymaking institutions.
  - Coordinate dialogue with policy-making bodies and organisations in order to develop good practices and tools for bridging the evidence-informed policy into action chains.

### Selection Criteria

- Medical Degree and/or advanced studies in Public or Global Health
- 3-5 years of research assistant experience, preferably in the cancer care field in a research institution, non-profit or international organisation;
- Project management certification(s) preferred;
- Ability to adapt and resolve problems/issues to bring projects to completion;



- Demonstrable working knowledge and expertise on multi-stakeholder, multi-centric research project lifecycle management;
- Proven record of producing concise, accurate and high-quality publications;
- Clear written and oral communication and excellent presentation skills;
- Ability to work independently in a flexible and fast-paced work environment;
- Strong creative, analytical, organisational, and personal skills;
- Fluent in English (written and spoken); other languages will be an advantage, especially Spanish;

### **How to apply**

Qualified candidates may submit their application, including a Curriculum Vitae and Cover Letter to: [recruitment@citycancerchallenge.org](mailto:recruitment@citycancerchallenge.org). Please ensure that they are sent as PDF documents with the titles "*your name* cover letter" and "*your name* CV". Please put "C/Can Research Coordinator" in the email subject line. Applications will be received until a suitable candidate is identified. Only shortlisted applicants will be contacted.