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Position: Knowledge Management & Translation Associate, Global Health Innovation  
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home  
Department: Grand Challenges Canada  
Reports to: Knowledge Management & Translation Manager  
Status: Full-time, Permanent  
Salary: \$70,200 + benefits

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[Grand Challenges Canada](#) (GCC) is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, GCC funds innovators in low- and middle-income countries and Canada. The bold ideas we support integrate science and technology, social and business innovation – we call this Integrated Innovation®. We have a determined focus on results, and on saving and improving lives. GCC works closely with a global network of partners to bring successful innovation to scale, catalyzing sustainability and impact.

As one of the largest impact-first funders in Canada, GCC has funded over 1,400 innovations championed by innovators in more than 102 countries. These innovations have already improved more than 21 million lives and saved more than 62,000 lives.

The Knowledge Management & Translation Associate plays a pivotal role in managing organizational data; supporting innovators with monitoring and evaluation; developing reports and knowledge products for donors and stakeholders; and contributing to organizational learning. Reporting to the Knowledge Management and Translation Manager, the role works in close collaboration with the Global Health Innovation Team, and supports other teams across the organization, as well as innovators and external partners.

The Knowledge Management & Translation Associate is a “doer” equipped with a deep enthusiasm for both Excel and creative writing, a keen eye for details and patterns, and strong project management skills. They also enjoy the challenge of independently reviewing and analyzing data sets and collaborating with team mates to present key findings in digestible formats for a range of audiences. The Knowledge Management & Translation Associate will ensure that GCC’s data is accessible and usable; and will support the organization to gather and manage reliable evidence that demonstrates the impact of GCC’s funding in global health innovation.

### **Key Responsibilities**

- **Data Management**
  - Collaborate with the Grant Management Team and external consultants to design, enhance, and streamline the data architecture in Fluxx, GCC’s grant management system
  - Understand where data is located and stored across Fluxx, SharePoint, and GCC’s server, and be able to quickly and efficiently use and analyze the data to respond to information requests across the organization
  - Review data regularly to ensure that is accurate and up-to-date, and identify any discrepancies and irregularities
  - Oversee data entry processes for Fluxx, and in doing so, also maintain resources and provide trainings as needed to Programs teams to ensure that data entry processes are standardized

- **Impact Measurement**
  - Work with the KMT Team and the Programs Teams to integrate and adapt impact measurement approaches into portfolio management processes, as well as KMT processes and systems
  - Support the adaptation of results-based management tools, frameworks, and processes amongst GCC staff and innovators
  - Support the Global Health Innovation team and innovators to understand GCC's impact measurement requirements
  - Support the Global Health Innovation Team by reviewing expected and actual results that have been submitted by innovators that require critical review and validation (i.e. due to data gaps, complexities with the results, or when an innovation is being considered for further investment)
  - Conduct follow-up with innovators who have completed GCC funding to understand their ongoing impact post-funding
  
- **Knowledge Translation**
  - Lead the development of knowledge products by analyzing quantitative and qualitative data, interpreting results, and preparing reports and presentations to disseminate results (i.e. quarterly reports to donors, the Board of Directors, organizational leadership, etc.)
  - Support knowledge translation and information sharing across teams (for example, supporting the Global Health Innovation team with interpreting and presenting data in the form of quarterly reports and dashboards)
  - Enhance GCC's processes and procedures related to data collection, management, analysis, and sharing
  - Support the dissemination of knowledge products through the Grand Challenges network, including participation in the annual Grand Challenges meeting, annual Learning and Evaluation meeting, affiliated working groups in global health and innovation, etc.
  - Gather in-depth information from the GCC team, and from innovators to support the development of knowledge products (this may involve occasional travel)

**About You:**

- You have a graduate degree in a relevant discipline and/or 5+ years of experience, preferably in M&E or research.
- You are passionate about monitoring evaluation, enjoy using Excel as a core part of your daily work, and have strong problem-solving skills.
- You have in-depth knowledge of statistical analyses and research methodologies.
- You are knowledgeable about results-based management tools and Theory of Change development.
- You work well independently, and also enjoy collaborative work.
- You have excellent verbal and written communication skills.
- Note: Bilingualism in English/French is considered as an asset for this role

*People from historically excluded communities with lived experiences in relevant thematic areas are encouraged to apply. People with lived experience and/or work experience in the communities or countries we are supporting are especially encouraged to apply.*

*Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.*

**Location and Work Requirements:**

- We are currently working in a hybrid model with time in office and working from home. With rare, approved exceptions, GCC staff are to live in or near the Greater Toronto Area (GTA) and available to travel to, and work from the Toronto main office, as business operational needs require. Any expenses related to travel and or relocating to Toronto are the sole responsibility of the employee and will not be reimbursed by GCC.
- Some international travel may be required.
- Applicants must be eligible to work in Canada.

**Permanent Full-Time Benefits**

- Health and Dental provided by Sunlife Canada effective on start date.
- Enrollment in the Healthcare of Ontario (HOOPP) Defined-Benefit Pension Plan
- Four (4) weeks of paid vacation
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with Statutory holiday (program reviewed annually)
- Access to Employee Assistance Program (EAP), and UHN added value benefits such as fitness, spas and wellbeing, hotels and travel services, and retail discounts.

**Term**

- Start date: Immediate
- Status: Full time, Permanent

**Application process**

- Please submit your resume and cover letter [here](#)

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**POSTED DATE:** 23 January 2024

**CLOSING DATE:** 6 February 2024