



Grand Challenges Canada®
Grands Défis Canada

BOLD IDEAS WITH BIG IMPACT®



Position: Peer Review Coordinator
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Reports to: Associate Director, Information Technology and Corporate Operations
Status: Full-time, Temporary
Salary: \$55,575 + % in lieu of benefits

Overview:

Grand Challenges Canada (GCC) is seeking a second Peer Review Coordinator to play a critical role in coordinating the application intake and peer review process across all GCC programs (Global Health Innovations, the Humanitarian Grand Challenge, and the Indigenous Innovation Initiative).

Grand Challenges Canada (GCC) is dedicated to supporting Bold Ideas with Big Impact®. We are funded by the Government of Canada and other partners, and in turn fund and support innovators in LMICs and in 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. Grand Challenges Canada works closely with a global network of partners to bring successful innovation to scale, catalyzing sustainability and impact.

GCC funds innovation at two phases of development:

1. Seed: to test whether innovations can function as designed (i.e., proof-of-concept)
2. Transition-to-Scale (TTS): to catalyze the scale and sustainability of test innovations, including those that have been funded by GCC as well as other trusted partners, using a combination of grant and non-grant financing.

Description of Responsibilities:

Under the Direction of the Associate Director, Information Technology and Corporate Operations, and working closely with the Programs Team Leads and Grants Management team, the Peer Review Coordinator will ensure efficient, high-quality coordination of the application in-take and review process, including the innovation screen and the external peer review. The Peer Review Coordinator will support the engagement of external experts. Key responsibilities include, but are not limited to:

Application In-take and Review:

- Leading efforts to identify and manage reviewers, including logistics of travel and meetings
- Coordinating the assessment of applications
- Leading the implementation of the innovation screen and peer review
- Acting as the point of contact for the peer review process, including for both internal and external reviewers
- Supporting quality improvement and streamlining processes for application in-take and review, ensuring that learning and best practices are shared across programs

Knowledge Management & Translation (KMT)

- Data entry and management in GCC's Grants Management System (Fluxx)
- Data analysis and reporting to summarize descriptive statistics about applications and funded projects
- Schedule and coordinate meetings for the KMT Team

- Note taking to support KMT projects and activities (i.e., stakeholder interviews, portfolio reviews, learning activities, etc.)

Competencies and Qualities:

- Demonstrated proficiency with word-processing, database and spreadsheet software (including but not limited to the Microsoft Office Suite)
- Experience working with a range of stakeholders considered an asset
- At least 3-5 years of Administrative, Executive Assistant, experience

Location and Work Requirements:

- We are currently working in a hybrid model. However, with few approved exceptions, GCC staff are to be located in/near the GTA and available to travel to, and work from the Toronto main office, as business and 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.
- Applicants must be eligible to work in Canada

People with disabilities and/or people with lived experiences in relevant thematic areas are 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.

Term

- Start date: As soon as possible
- Full-time, temporary

Benefits

- A percentage (%) in lieu of benefits
- 20 days of vacation (10.5 days covered by 4% in lieu of vacation and 9.5 topped up by GCC to equalize with permanent full-time staff)
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with Statutory holiday (program reviewed annually)

Application process

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