



RESEARCH MANITOBA

Program Officer

*Full-time, Permanent Position
Salary Scale: \$65,000 - \$71,000*

About Us

At Research Manitoba we measure our success by our ability to advance research, champion the research community, support local talent development, and strengthen the economy through investments in research and innovation.

We are a provincial agency responsible for promoting, supporting, and coordinating strategic investments in research excellence and innovation in health, natural and social sciences, engineering, and the humanities in Manitoba. Through three unique divisions: Strategy and Programs, RITHIM, and Intellectual Property (IP), Research Manitoba is the central source for research and innovation support in the province.

Through numerous funding programs, the Strategy and Programs division offers support for students, researchers, and industry. In addition to this work, this division is responsible for analyzing data and emerging trends related to local, national and international programs, policies and initiatives, along with strengthening our delivery of Manitoba research impact communications.

The Research Improvements through Harmonization in Manitoba (RITHIM) division recently launched a unique provincial health research approval system streamlining the ethics, privacy, and health institutional review processes to make it faster and easier to conduct health research in Manitoba.

Our newest division, Intellectual Property, was announced in June 2025 to strengthen Manitoba's research and innovation ecosystem. Its goal is to help protect and manage intellectual property created in Manitoba, support commercialization of innovations, and ensure economic benefits remain within the province.

Research Manitoba offers a team-oriented, flexible work environment with competitive compensation and benefits, as well as opportunities for professional development and growth. Our team is dedicated to positively impacting our communities, collaborating, and fostering partnerships, and creating an equitable, diverse, inclusive organization.

Overview

Reporting to the Director of Strategy and Programs, the Program Officer will be part of the team that is responsible for administering our portfolio of grants, supporting program development and review, and collaborating with various external stakeholders in the Manitoba research ecosystem. The Program Officer role involves comprehensive program administration that strengthens Manitoba's research and innovation community.

The Program Officer role acts as a principal liaison with researchers, students, and partners in the Manitoba research and innovation ecosystem, and with colleagues nationally.

Key Responsibilities

Program Administration

- Oversee end-to-end grant program activities, including application assessment, review coordination, and post-award reporting.
- Serve as the primary contact for applicants, providing support on submission requirements, application status, and reviewer decisions.
- Conduct preliminary proposal reviews and liaise with applicants to ensure completeness.
- Organize review committee meetings and recruit and coordinate with external expert reviewers to ensure equitable application evaluations.
- Monitor interim and final grant reports, track performance metrics, and flag concerns for leadership.
- Develop best practices and update program materials to enhance overall program performance.

Strategic Support

- Contribute to organizational strategic initiatives, collaborating with the team and stakeholders to foster partnerships and achieve program goals.
- Communicate effectively with a wide range of stakeholders, providing program information, updates, and identifying and following up on key opportunities for partnership and collaboration.

Cross-Team Collaboration

- Partner with other Research Manitoba team members, including Finance and Administration, and Communications, for information requests, budgeting, program announcements, researcher profiles and annual reports.
- Work closely with other Program Officers to assist across programs as needed and provide coverage during absences.
- Respond to Helpdesk requests and conduct research on relevant topics as assigned.

Additional Responsibilities

- Other duties as assigned to support the success of Research Manitoba's programs and initiatives.

Required Education and Experience

- Undergraduate degree in a relevant field (e.g., education, health sciences, administration, arts, natural or social sciences); a master's degree (completed or in progress) is preferred. Equivalent combinations of education and experience may be considered.
- Minimum of three years of relevant experience.
- High proficiency in Microsoft Office programs, including databases.
- Experience with key stakeholder groups, such as government, non-profits, research institutions, academia, and industry.
- Strong written and oral communication skills, with experience preparing reports for diverse audiences and delivering public presentations.

Desired Skills and Experience

- Knowledge of the research process and its importance in decision-making.
- Knowledge of the current research landscape in Manitoba and Canada.
- Experience in a research environment.
- Understanding of Inclusion, Diversity, Equity, and Accessibility principles.

Abilities and Skills

- Motivated self-starter, process-oriented with high attention to detail.
- Conducts self with integrity and professionalism.
- Excellent analytical, critical thinking and problem-solving skills including assessing the problem, generating well thought-out possible solutions and making recommendations.
- Excellent ability to assess situations to determine the importance, urgency and risks, and make clear and timely decisions.
- Highly organized; ability to prioritize task effectively under pressure
- Strong relationship building skills; capable of collaborative teamwork in a dynamic environment.

This job description outlines the key responsibilities for the role and is not meant to be exhaustive. Other responsibilities and tasks may be assigned or may naturally become a part of this role over time.

You are invited to submit a letter of interest and resume/CV that details how your qualifications match this opportunity by no later than **4:00PM (CST), Friday, December 5, 2025** to:

ATTN: Ms. Cheryl Francisco
Executive Assistant
Research Manitoba
cfrancisco@researchmb.ca

While only those individuals selected for an interview will be contacted, we extend our appreciation to all applicants for their interest.