JOB DESCRIPTION: Senior Program Officer

Duties & Responsibilities:
Columbia Global Centers | Mumbai (CGCM) functions as a knowledge hub and develops research-based programs and activities on key challenges relating to India in the global context. Reporting to the Director of the CGCM, the Senior Program Officer for Health is responsible for the following activities:

• Designing programs and proposals that lead to concrete research and public activities around global and national issues related to health and medicine that could include Health and Environment, Gender and Health, Neurological Sciences and Mental Health, and Access to Treatment
• Engaging with faculty from across Columbia University’s colleges, departments, research centers, and professional schools for establishing programmatic and research activities
• Developing close working relationships with potential Columbia partners in India, including universities, research centers, government entities, and private firms
• Executing program events and supervising logistical planning, budgets, publicity, and program execution
• Writing proposals, reports, and essays for the newsletter of the Center
• Participating in monthly calls with other program staff across the Columbia Global Centers network and attending occasional program staff meetings
• Traveling on occasion in India and abroad to advance the goals of the Center
• Performing other duties as required to meet the goals and mission of the Center and the global centers network

The ideal candidate should have the following competencies:

• Post-graduate degree in Public Health or Medical Anthropology or health-related fields required
• Relevant work experience of 7-10 years with academic research and public programs related to health
• Excellent writing skills in English, error-free and evidence-based
• Excellent coordinating skills and a passion for public programming
• Ability to work responsibly, take initiative, and generate new ideas
• Knowledge of research and higher education institutions in India
• Work experience or education in international institutions (especially in the United States) highly desirable
• Ability to work in a collaborative fashion
• Excellent verbal communication skills in English
• Good organizational abilities, including familiarity with budgeting

To apply, please send a copy of your current resume and a cover letter to cgcm.programs@gmail.com no later than December 15, 2017.