Temporary Project Manager

The Department of Global Health and Population (GHP) at the Harvard T.H. Chan School of Public Health seeks to improve global health through education, research, and service from a population-based perspective. GHP is committed to understanding and explaining current and emerging global health systems, population, and human rights challenges in low- and middle-income countries through interdisciplinary approaches.

The Department of Global Health and Population seeks an experienced, temporary Project Manager to help support the overall administration of the department, in collaboration with the Interim Director of Administration. The department, has nearly 400 faculty, staff and researchers and an annual budget of approximately $35M.

The Project Manager will work closely with the core administrative team, program staff, faculty, students and researchers, on human resources, operations, outreach activities and communications to help ensure the efficient management of GHP's research portfolios and offices. This includes supporting day-to-day operations, helping to plan special events, and faculty and staff development and support.

Basic Qualifications

Bachelor's Degree required
4+ years of related experience

Additional Qualifications

Master's Degree in a related field (management, public health, etc.) preferred
Excellent written and verbal communication skills preferred
Experience working effectively in a cross-cultural environment preferred
Experience juggling multiple priorities, and using tact and discretion preferred
Experience exercising diplomacy in communications and interpersonal relations;
experience evaluating problems thoroughly, showing resourcefulness in identifying solutions, and displaying sound judgment;
excellent writing and editing skills preferred

This position will be full-time for 3 months. Interested parties should send a cover letter and resume to sgilbert@hsph.harvard.edu.