**Project Coordinator, China Program**

PATH is a global health organization dedicated to achieving health equity. With more than 40 years of experience forging multi-sector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world’s most pressing health challenges.

The PATH China Program focuses on bringing more effective and affordable health products to the public market in developing countries. We collaborate closely with our partners to reach that goal. The “Program Management of China Malaria Program” project aims to support the China-global malaria cooperation by providing program management support and technical assistance to stakeholders, to ensure the appropriate resources are made available for priority activities.

PATH is currently recruiting for a Program Officer to contribute to innovation projects in China.

**Responsibilities:**

This role will coordinate the “Program Management of China Malaria Program” project, including providing management and technical assistance to relevant partners. It will also coordinate and implement malaria related initiatives of PATH in China.

* Provide program management and technical support for the Gates Foundation’s China Malaria Program.
* Monitor implementation progress by collecting routine feedback from the foundation’s partners; use insights to assess programmatic needs, identify gaps, and propose actionable solutions.
* Support prospective partners in developing concept notes and detailed work plans with clear deliverables, timelines, and accountability mechanisms to ensure effective and timely implementation.
* Offer both ongoing and ad-hoc support to PATH’s malaria-related projects in China, including partner coordination, document development, and implementation support.
* Collaborate with other PATH offices and external experts to identify, align, and mobilize resources that meet programmatic needs and enhance delivery outcomes.
* Other assignments from PATH.

**Required Skills and experience:**

* Master’s degree or higher in Biological Science or Public Health, or a related discipline.
* Two plus years of work experience in project management.
* Outstanding record of academic achievement.
* Strong written and verbal communication skills in English and Mandarin.
* Demonstrated aptitude for analytics.
* Strong problem-solving capabilities.
* Ability to work collaboratively in a team environment.
* Ability to work effectively with people at all levels in an organization.
* Ability to take initiative, learn quickly, anticipate needs and challenges, and find solutions.
* Must have the right to work in China without employer sponsorship.

**Location:** Beijing, China

*PATH is dedicated to building an inclusive workforce where diversity is valued.*

*PATH is an equal opportunity employer. Every qualified applicant will be considered for employment. PATH does not discriminate based on race, color, religion, gender, gender identity or orientation, genetic information, age, national origin, marital status, disability status, political ideology, military or protected veteran status, or any other characteristic protected by applicable federal, state, or local law.*

**HOW TO APPLY:**

Submission of a cover letter in English and Chinese is required for further consideration.

*All applications are made online. For a full job description and to apply online, please access via this link* <https://reurl.cc/o8nMKQ> ***or*** *visit PATH website (*[*www.path.org*](http://www.path.org/)*) then go to (Careers/Search Job Listings/China****.)***

**\*PATH has become aware of scams involving false job offers.\***

Please advise:

* PATH will never ask for a fee during any stage of the recruitment process.
* All active jobs are advertised directly on our [career's page](https://path.silkroad.com/epostings/).
* Official PATH emails will always arrive from an @path.org address.