



OAK FOUNDATION

Programme Officer, Special Interest Grants (Health)

Oak Foundation (www.oakfnd.org) commits its resources to address issues of global social and environmental concern, particularly those that have a major impact on the lives of the disadvantaged. With offices in Europe, Africa, and North America, Oak Foundation makes grants to organisations located in 41 countries worldwide.

Special Interest grants usually fall outside the main programmatic areas the Foundation works on. They reflect the special interests of the Foundation's Trustees and cover a wide range of fields including health, humanitarian relief, education, and the arts. Health related grants, on which this position will focus, support cancer research and treatment, cardiovascular and other diseases and the development of key institutions.

Based in Geneva, Switzerland you will report to the President and assist the Trustees in helping to shape projects, drafting recommendations for funding, monitoring project progress, and evaluating impact.

You will demonstrate enthusiasm for the Foundation's mission and for being part of a growing, international organisation. You will have a university degree in a health related field; 7-10 years of relevant work experience; and an outstanding command of English. You will also have excellent analytical, negotiation, and communication skills, the ability to work quickly and efficiently with budgets, poise, maturity, and a good sense of humour. The post will require international travel.

Candidates should be Swiss, have a valid Swiss work permit or be a citizen of a European Union country. Competitive salary (based on qualifications & experience) and benefits offered. To apply, please send your *Curriculum Vitae* and a covering letter by e-mail only to SIPO@oakfnd.org (quoting ref: SIPOH/OW in the title), no later than 30 May. Please no telephone calls or faxes.