

Programme Officer



Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 17, 2025

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Employment Status : Full Time

Experience : 1 - <3 Years

Salary :

Gender : Any

Career Level : Any

Qualification : University degree (preferably MSc.) i

Job Description

We are recruiting two Programme Officers!

- Full time position
- Location: Accra (Ghana), Bangkok (Thailand), Kigali (Rwanda), Nairobi (Kenya), or – less preferred – Geneva (Switzerland).
- Deadline to apply: **Fri 17 October 2025.**

As a Programme Officer, you will provide day-to-day programmatic support to one or more projects, within either our Research and Development unit, or our Manufacturing, Market Access and Business Development unit.

For more details and how to apply: <https://tinyurl.com/yun7n8ur>

Recruitment process:

Interested candidates are requested to submit their CV and a motivational letter (in English) supporting their application by email to recruitment.PO@conceptfoundation.org. A minimum of 3 references with contact details must be included in your application. Incomplete applications will not pass initial screening.

The recruitment process will involve initial screening and shortlisting of applicants followed by 2 rounds of interviews which will include a skills test (to be completed virtually/online). Candidates will not be required to travel for interviews; these will be conducted virtually. We expect the recruitment process to last 2-3 months, with the goal of contracting in early 2026. While we value every application, please note that, due to the number of applications we receive, only short-listed candidates will be contacted.

Deadline: The deadline for applications is Friday 17 October 2025.

Education & Experience

Must Have

Educational Requirements

University degree (preferably MSc.) i

Compensation & Other Benefits
