

Program Officer – Biomedical Fellowship (Public Health Focus)

Role Overview

The Program Officer will support the design and implementation of a Biomedical Fellowship Program at BVT aimed at strengthening public health research, clinical translation, and health innovation. The role involves working closely with team members, fellows, mentors, and partner institutions to ensure smooth program operations, meaningful fellow engagement, and strong public health outcomes.

Key Responsibilities

Program Coordination

- Help support planning, screening and day-to-day implementation of the fellowship program.
- Assist with fellow onboarding, program schedules, and coordination of reviews, workshops, and learning sessions.
- Support alignment of fellowship activities with national public health priorities.

Fellow & Mentor Engagement

- Act as a coordination point for fellows and mentors, supporting communication and ongoing engagement.
- Help facilitate mentor interactions, peer learning, and capacity-building activities.
- Support fellows in navigating institutional and ecosystem linkages relevant to public health impact.

Monitoring & Learning

- Assist in tracking fellow progress against agreed milestones and learning goals.
- Support documentation of outputs, lessons learned, and public health relevance.
- Contribute to program reviews and continuous improvement efforts.

Partnerships & Communication

- Help coordinate with academic institutions, hospitals, research organizations, and public health partners.
- Support preparation of program notes, summaries, and internal updates.
- Assist in showcasing fellowship activities and outcomes focused on population health impact.

Qualifications & Skills

- Postgraduate degree in biomedical sciences, life sciences, biotechnology, or a related field.
- 2+ years of experience in research programs, fellowships, public health initiatives
- Strong organizational and communication skills.
- Interest in biomedical research, health systems, and public health impact.
- Ability to work collaboratively across multidisciplinary teams.