



Technical Expert and Proposal Opportunity Recruitment

PHI continually seeks outstanding individuals willing to serve as long- and short-term technical specialists and experts for anticipated projects and proposals in development. Technical specialists can cover the range of focus areas where PHI is currently working and may also include areas of emerging public health work and growth for our organization. By submitting your interest and capacity in specific areas, we are able to follow up with you quickly when an employment or contract opportunity arises that matches your expertise and skills.

Technical Experts—Various

PHI seeks principal investigators, project directors, and technical specialists for anticipated projects focused on the following one or more areas of technical expertise:

- Substance Abuse (especially opioids)
- Mental Health
- Healthy Communities and Population Health
- Health Technologies
- Emerging and Infectious diseases
- Global Health
- Non-Communicable Diseases
- Staffing and Recruitment and Leadership Programs
- Women, & Girls & Youth
- Program Monitoring and Evaluation (M&E)

Principal Investigators/Project Directors (PI/PDs) oversee project activities, take responsibility for project teams' successful performance, and liaise with stakeholders and the funder. Candidates who have project management experience with private foundations and/or U.S. federal and state government donors such as USAID, CDC, NIH, SAMSHA, OMH, DNPAO, CDPH and DHCS are encouraged to apply.

Responsibilities may include:

- Provide leadership, technical direction, and management oversight for all project activities and ensure that targeted results are achieved
- Develop, communicate, and present the project's strategic vision to staff, the funder and all counterparts and stakeholders

- Ensure that all project activities are complementary and implemented effectively; monitor, and, when necessary, modify programmatic assistance to achieve results
- Provide guidance and technical direction to project partners
- Oversee and ensure project performance
- Manage project budget and fund allocations and ensure accurate financial recordkeeping

Desired Background and Experience include:

- Advanced degree in public health, human rights, public administration, public policy, or another relevant field; relevant post-education experience may be considered in lieu of an advanced degree
- Minimum of 10 years of experience
- Experience working with one or more of the following funders: United States Agency for International Development, Department of Health and Human Services, California State and Local Governments, and private foundations
- Demonstrated technical expertise in one of the above technical focus areas
- Ability to communicate clearly and concisely both orally and in writing
- Ability to establish a common vision and promote a culture of collaboration through effective leadership
- Ability to liaise and navigate effectively with government agencies, government officials, private sector stakeholders, foundations, and other donors
- Outstanding problem-solving skills, resourcefulness, and flexibility
- Demonstrated leadership, versatility, and integrity

The Public Health Institute is proud to be an EEO/AA employer. We recognize the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs and sexual-orientation. We are committed to maintaining a diverse, multicultural working environment and particularly support applications from individuals with lived experience in the communities we seek to serve.

Submission instructions:

To be considered for a role on a future proposal opportunity, please submit an electronic version of your CV/Resume to proposalrecruitment@phi.org at your earliest convenience. Submissions will be reviewed on a rolling basis. No telephone inquiries please. Finalists will be contacted.