
Position: Program Analyst, Global Health Innovation
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Department: Global Health Innovation - Grand Challenges Canada
Reports to: Program Officer, Stars
Status: Full-time, Permanent
Salary: \$ 60,562 per annum

[Grand Challenges Canada](#) (GCC) is dedicated to the vision of a world where innovation helps every person thrive. Our role in this vision is to support local, scalable, sustainable innovation that builds a healthier, more equitable future. We are committed to our core values of seeking impact, promoting equity, and being good partners – as well as to being accountable and caring for our work and each other.

One of the largest impact-first investors in the world, Grand Challenges Canada has supported a pipeline of over 1,700 innovations in more than 100 countries. Since 2010, innovations supported by GCC have reached more than 80 million people with life-saving or life-improving initiatives who would otherwise not have had access.

Global Health Innovation

The Global Health Innovation (GHI) area of impact is the first and largest at GCC. GHI's current investments focus on mental health, maternal and newborn health, sanitation, access to comprehensive sexual and reproductive health and rights including safe abortion, and include portfolios of innovative service delivery, digital solutions and medical products. We provide grant and concessionary risk capital, along with technical advisory, to support innovators through seed and transition to scale funding.

Through the Stars in Global Health portfolio, GCC provides catalytic investment to innovators who are working on proof-of-concept ideas and span a diverse range of thematic areas.

Program Analyst Role

Working closely with other members of the Global Health Innovation program, the Program Analyst's key responsibilities will be to:

- Support efficient, high quality programmatic activities for the Stars in Global Health portfolio throughout all stages of the funding process, from sourcing to negotiation and portfolio management
- Coordinate application intake and review processes, and negotiation processes for new funding agreements
- Ensure innovator reporting is complete and compliant, including review of progress against programmatic milestones, innovator outreach to fulfill reporting requirements, triaging reports for approvals
- Coordinate the monitoring and close-out of existing funding agreements and contracts, including processing contract amendments
- Contribute to knowledge management and translation of project and programmatic data, including data entry and data management

- Act as point of contact for program and project-level information for internal and external stakeholders, including partners, innovators and contractors
- Support process improvements for contract negotiations and post deal execution
- Collaborate with members of cross-functional teams (Knowledge Management, Legal, Finance) on behalf of innovators
- Provide other programmatic and organizational support required as needed
- Identify potential support needs for negotiating and active innovators
- Assist with the coordination of technical support for innovators

Qualifications

- Bachelor's Degree in a relevant discipline or recognized equivalent
- Program support and / or project coordination and / or grant administration experience
- Demonstrated interest in and knowledge of relevant domains (e.g., global health, international development, social finance/impact investing)
- Demonstrated proficiency with word-processing, database and spreadsheet software (including but not limited to the Microsoft Office suite)
- Demonstrated problem solving skills
- Excellent organizational and time management skills
- Highly developed interpersonal skills with demonstrated ability to work well independently and within a team
- Excellent verbal and written communications skills; experience working cross-culturally an asset
- Working knowledge of French is a strong asset

People from historically excluded communities with lived experiences in relevant thematic areas are encouraged to apply. People with lived experience and/or work experience in the communities or countries we are supporting are especially encouraged to apply.

Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.

Location and Work Requirements:

- We are currently working in a hybrid model with time in office and working from home. With rare, approved exceptions, GCC staff are to live in or near the Greater Toronto Area (GTA) and available to travel to, and work from the Toronto main office, as business operational needs require. Any expenses related to travel and or relocating to Toronto are the sole responsibility of the employee and will not be reimbursed by GCC.
- Some international travel may be required.
- Applicants must be eligible to work in Canada.

Permanent Full-Time Benefits

- Health and Dental provided by Sunlife Canada effective on start date.
- Enrollment in the Healthcare of Ontario (HOOPP) Defined-Benefit Pension Plan

- Four (4) weeks of paid vacation per calendar year (prorated)
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with Statutory holiday (program reviewed annually)
- Access to Employee Assistance Program (EAP), and UHN added value benefits such as fitness, spas and wellbeing, hotels and travel services, and retail discounts.
- International SOS (ISOS) travel safety and supports around the world.
- Bring-your-own-device (BYOD) cell phone allowance
- Professional development allowance
- New Temporary Work Relocation – work remotely for up to 90 days, almost anywhere in the world.

Term

- Start date: Immediate
- Status: Permanent, full-time

Application process

- Please submit your resume and cover letter [here](#)
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POSTED DATE: February 3, 2025**CLOSING DATE:** February 21, 2025