

**Project Officer (Strategic Collaboration)
Nanyang Technological University**

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Posted Dec. 10, 2025, set to expire May 6, 2026

Job Title	Project Officer (Strategic Collaboration)
Department	Centre for Climate Change and Environmental Health https://www.ntu.edu.sg/cceh
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Dec. 10, 2025
Application Deadline	Open untill filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Environmental Sciences/Ecology/Forestry
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Job Description	

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Centre for Climate Change and Environmental Health (CCEH) is a multidisciplinary research centre dedicated to understanding and mitigating the impacts of climate change on the environment and human health. The key objective is to investigate the driving mechanisms and develop effective solutions to safeguard ecosystem and human health in Southeast Asia. CCEH brings together leading experts in climate science, environmental engineering, and public health to tackle the region's most pressing climate–health challenges through cutting-edge research, advanced modelling, and interdisciplinary collaboration. Through its integrative approach, CCEH aims to translate scientific insights into actionable strategies that promote sustainability, resilience, and well-being for current and future generations.

For more details, please view <https://www.ntu.edu.sg/cceh>.

We are looking for a Project Officer to support and coordinate a strategic collaboration between the Centre for Climate Change and Environmental Health (CCEH) and the WHO Asia Centre for Environment and Health (WHO ACE), including conference organization, report development, capacity-building activities, and administrative support for establishing a WHO Collaborating Centre at CCEH. The role will focus on planning and managing major CCEH-WHO joint events, coordinating multi-stakeholder scientific and policy reports, organizing regional training activities, supporting the WHO multi-city study, and ensuring smooth execution of tasks related to the WHO Collaborating Centre application.

Key Responsibilities:

- Coordinate major CCEH-WHO meetings, including logistics, agenda preparation, communications, and follow-up documentation.
- Assist in organizing regional capacity-building and training activities, including workshops and technical sessions tied to the major meetings.
- Provide project management support, including communication with partners, timeline tracking, and preparation of supporting materials.
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Facilitate communication and coordination among CCEH teams, WHO ACE staff, and external collaborators.

- Provide administrative and operational support to ensure the smooth execution of all CCEH-WHO collaboration activities.

Job Requirements:

- Bachelor's or master's degree in Public Health, Environmental Science, Geography, Public Policy, or related field.
- At least 1-3 years of relevant experience in project coordination, event management, research administration, or working with government/international organizations.
- Familiarity with environmental health, air quality, climate change, or public health-related projects will be an advantage.
- Good written and oral communication skills to prepare reports, meeting notes, and professional correspondence for multi-stakeholder audiences.
- Proficiency in common office software (e.g., MS Office, Excel, PowerPoint); experience with data compilation or document management is a plus.
- Competent in soft skills such as information organization, document preparation, and professional communication with diverse partners.

We regret to inform that only shortlisted candidates will be notified.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore