

CHAI Recruitment

Frequently asked questions



Application & Recruitment Processes

1. When should I apply for open positions?

We recruit on a rolling basis. All positions listed on [our website](#) are currently open and actively seeking candidates. We recommend applying no more than 2-3 months before your intended start date.

2. How do I apply for a position at CHAI?

Please apply directly via our website: www.clintonhealthaccess.org/join-our-team. Once you are on this webpage, you can “view all open positions” to see all current vacancies or search open positions by career level, job level, or region.

3. Can I send my resume by fax, mail, or email?

We kindly request that all applications be submitted through [our website](#).

4. If I know someone at CHAI, should I reach out to them or go through the formal process?

We welcome and encourage networking—feel free to connect with your contact at CHAI or reach out via [LinkedIn](#) to learn more about the organization or a specific role. However, when you're ready to formally apply, please submit your application through the job posting on our website to ensure you're considered through the official recruitment process.

5. Can I apply for multiple roles at once?

Yes. We encourage candidates to apply for any positions that align with their interests and qualifications. This will not reflect negatively on your candidacy.

6. What does the application process look like?

- Submit your application online for a specific role via CHAI’s careers page.
- A member of CHAI’s Global Talent Acquisition (TA) team or Country HR team will review your application.
- If your experience aligns with the role, someone from TA or HR will reach out to you. Please note: due to the high volume of applications we receive, only shortlisted candidates will be contacted.
- Shortlisted candidates will be invited to an initial interview with the TA or HR team.
- You may be asked to complete a technical assessment—often a market forecasting or problem-solving exercise (typically 2-4 hours). This will be explained in detail during your HR interview.

- If successful, you'll move on to interviews with the hiring team (usually 2-5 rounds, held virtually).
- If you're successful as a finalist candidate, you will receive an offer.

7. Do I need to submit a cover letter?

While cover letters are encouraged, they are not required – we'd prefer candidates spend more time refining a strong, clear resume. If you do choose to include a cover letter, we recommend that it speak broadly to your interest in CHAI's mission and work. If a more tailored letter is needed for a specific role, a recruiter will reach out to you directly.

8. When should I expect a response after submitting an application?

We are very fortunate to receive a high number of applications for open positions, and due to the high volume, we will only communicate next steps with your candidacy if you are selected to move forward by the hiring team.

9. How can I confirm if my application was successfully submitted?

You will have received an email with the subject line "Thank you for your application to the Clinton Health Access Initiative!"

Skills & Qualifications

1. I don't have a public health background. Is that a problem?

Not at all. CHAI values diverse experiences and backgrounds, including finance, strategy or management consulting, engineering, and the sciences. We believe diverse teams lead to innovative solutions.

2. What are the core skills CHAI looks for?

We are seeking exceptional and highly-motivated individuals with a genuine desire to maximize global health outcomes. An ideal candidate will be described as:

- **Intellectually curious** - You have a desire to dig deeper than the surface and ask critical questions that push our thinking further.
- **Insightful** - You draw cogent conclusions from large amounts of analysis, and you understand the practical implications of recommendations. You are able to take a step back to see the big picture and how an individual workstream fits into larger organizational priorities.
- **Independent** - You are able to independently plan an efficient approach to solving complicated problems, proactively identifying and taking next steps to progress your work, reliably delivering on this plan and managing team expectations.
- **Practical** - You demonstrate judgment in how you allocate your efforts when balancing multiple priorities, focusing on the most decision-critical aspects and dynamically change these priorities in response to changing circumstances.

- **Analytical** - You are comfortable working with large amounts of quantitative and qualitative data and effectively extracting logical conclusions and recommendations from this analysis.
- **Communicative** - You can respectfully and effectively navigate varied and sensitive stakeholder environments, from in-country teams to senior donor executives. You are an exceptional writer, including memos and presentation materials.
- **Rigorous** - You take pride in your work and have high-standards for what you produce, creating analysis that can stand up to the scrutiny of internal and external stakeholders.
- **Adaptable** - You are comfortable with ambiguity and shifting scope and priorities. You are quick to ramp up on new topics, and you embrace steep learning curves to quickly develop expertise in unfamiliar areas.
- **Passionate** - You are passionate about helping improve global health as much as possible.

3. What level should I apply for?

CHAI operates as a decentralized organization with flexible career pathways. We encourage you to review the general guidelines on our Careers Page and pay close attention to the qualifications listed in each job description. These will help you determine which level aligns best with your skills and experience.

4. Do I apply to CHAI generally or for a specific role?

Applicants must apply to a specific position tied to a particular team or country. Each job posting clearly outlines the role, location, and team so you can determine the best fit based on your interests and experience.

5. Do I need to speak languages other than English?

English is required for most positions at CHAI. For certain positions in regions such as West Africa or Central America, fluency in French or Spanish may be required. Language requirements are specified in each job description.

Employment Types & Benefits

1. Does CHAI hire fixed-term or contractor roles?

Most CHAI roles are full-time positions offered on one-year renewable contracts. Occasionally, roles may have shorter fixed terms—if so, this will be clearly stated in the job description.

2. Does CHAI offer summer internships?

Yes, CHAI offers a formal internship program, with applications opening between October and December each year. Internship opportunities are subject to availability across the organization and may take place at different times throughout the following calendar year. When applying, candidates are encouraged to indicate their areas of interest and availability. Internships typically range from 8 to 16 weeks in duration.

3. Can I complete my practicum with CHAI if I'm in a master's or PhD program?

Possibly – it depends on your program's requirements. CHAI's opportunities may not be suitable if your practicum requires:

- Conducting independent research for a thesis or dissertation, or
- Sharing data collected during your time at CHAI externally, due to our data confidentiality policies.

That said, many interns have successfully aligned CHAI opportunities with their academic goals. We encourage you to review the role details carefully and ensure compatibility with your program requirements before applying.

4. What benefits does CHAI offer?

CHAI provides a comprehensive benefits package, which is reviewed and updated regularly. Details are available on the careers page under the heading '[Benefits.](#)'

Work Permits & Location

1. Does CHAI sponsor work permits?

CHAI's ability to sponsor work permits depends on the labor laws and regulatory requirements of each country where we operate. In some locations, sponsorship may be possible, while in others it may be restricted. Candidates will be informed during the recruitment process if work authorization or sponsorship is a factor for the specific role.

2. Where are CHAI's headquarters?

CHAI is a decentralized organization and does not have a central headquarters. Our global operations are supported by country offices, with core teams based across multiple locations.

3. If I apply for a U.S.-based role, can I work from anywhere in the U.S.?

CHAI offers flexibility for staff based in the USA to work remotely from anywhere. However, we do have a preference for East Coast time zones to better align with our global operations. To ensure compliance with state registration and taxation requirements, we'll need to know which state you're located in.

Life & Career at CHAI

1. Does CHAI offer professional development (PD)?

CHAI offers a variety of formal and informal professional development opportunities for staff. This includes - but is not limited to - access to on-demand, self-paced online training, live workshops, mentorship, tailored professional development programs and discounted external online courses and certifications via an external global partner.

2. Are there set career tracks at CHAI?

CHAI uses a career ladder framework to guide conversations around job levels and progression. However, we recognize that growth looks different for everyone—so career paths at CHAI are flexible, and not limited by a rigid structure. We encourage staff to explore opportunities that align with their evolving interests and strengths.

4. Is internal mobility supported?

Yes. After 12-18 months in your role, you can explore opportunities to transition to another role, team or location.

5. What's the difference between country and global programs?

- **Country Teams** focus on implementing CHAI's programs within a specific country, working closely with government and local partners to drive national-level impact.
- **Global Teams** provide technical, strategic, or operational support across multiple countries or regions, often shaping global best practices and tools.

Technical Support

1. I forgot my login credentials. Can they be emailed to me?

Directly under your login portal, there will be a 'forgot password' option.