

## Head of Grants Program – Tobacco Control

### Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

### The Union

The International Union Against Tuberculosis and Lung Disease (The Union), headquartered in Paris, France since 1920, has regional and country offices in Africa, Asia Pacific, Europe, Latin America, North America and South-East Asia. The Union provides expertise in project implementation and management, epidemiology and surveillance, and other core public health capacities on a variety of global health challenges. For more information about The Union please visit [www.theunion.org](http://www.theunion.org) and about The Union's Tobacco Control Department please visit [www.tobaccofreeunion.org](http://www.tobaccofreeunion.org).

### Background

This position will be involved in the tobacco control work of the International Union Against Tuberculosis and Lung Disease (The Union). This program is funded by Bloomberg Philanthropies and is designed to implement best practices of tobacco control policies at the global level. The position will be based in the Vital Strategies offices in New York City. Applicants must have a valid work permit to work in New York City.

### Specific Duties:

- Manage the day-to-day function of the Bloomberg Tobacco Control Grants Program. Coordinate internally with other departments within the Union and externally with Bloomberg Philanthropies and the Campaign for Tobacco-free Kids to ensure the smooth running of the program (50%);
- Liaise between regional and country teams and the Director of the Tobacco Control Department to facilitate communication and timely sharing of information (10%);
- Attend conference calls and meetings with Bloomberg partners on behalf of the Director of Tobacco Control Department when needed (10%);
- Support the Director of Tobacco Control Department at The Union in overseeing projects at non-priority Bloomberg countries (10%);
- Support the Director of Tobacco Control in day-to-day functioning of the Tobacco Control Department (10%).
- Assist the Director of Tobacco Control Department in monthly, quarterly, and annual reporting to Bloomberg Philanthropies (5%);
- Other duties assigned by the Director of Tobacco Control Department at The Union (5%).
- The incumbent will report to the Director of Tobacco Control Department at The Union;
- This position will be based in New York City;

- Competitive compensation commensurate with education and experience will be provided.

**Qualifications and skill set:**

- Master of Public Health required;
- 5-10 years of managerial experience in the field of public health, prior experience of working in international settings strongly preferred, prior experience in tobacco control a plus;
- Excellent communication skills, both face-to-face and in writing;
- Fluency in written and spoken English, fluency in another foreign language a plus;
- Organized, responsive, attentive to details, and collaborative;
- Up to 25% of travel is required.

**How to apply:**

Applicants interest in the post, should send to [hr@theunion.org](mailto:hr@theunion.org) their CV, cover letter, any examples of papers that have been published, such as academic papers, and the contact information of three employers who can provided references. Please indicate in the subject line of the email: 'Vacancy Head of Grants Program – TC'

Application deadline: open until filled.