

Program Coordinator - 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 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 and about The Union's Tobacco Control Department please visit 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:

- Support the Director of Tobacco Control in strategizing the Enforcement Initiative at the Union's Tobacco Control Department.
- Lead the coordination of the enforcement work by serving as a liaison between the Director of Tobacco Control and country teams in China, Indonesia, India, Pakistan, and other countries.
- Support the enforcement team in implementing the program in the countries mentioned above.
- Liaise with Bloomberg Philanthropies partners including Vital Strategies, Johns Hopkins University, Campaign for Tobacco-free Kids in coordinating the in-country enforcement work.
- Attend conference calls and meetings with Bloomberg partners on behalf of the Director of Tobacco Control Department when needed;
- Assist the Director of Tobacco Control Department in monthly, annual and other reporting to Bloomberg Philanthropies.
- The incumbent will report to the Director of Tobacco Control Department at The Union;
- This position will be based in New York City;
- Other duties as required by the Director of the Tobacco Control Department;
- Competitive compensation commensurate with education and experience will be provided.

Qualifications and skill set:

- Master of Public Health required;
- Minimum 10 years' work experience in the field of tobacco control, NCD, or public health, prior experience of working in international settings strongly preferred;
- 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 30% of travel is required.

How to apply:

Applicants interest in the post, should send to hr@vitalstrategies.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 Program Coordinator – TC'

Application deadline: open until filled.

Vital Strategies offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.