



## Program Officer, Sodium and Surveillance

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.

### Background:

Resolve to Save Lives is a groundbreaking five-year global health initiative that aims to save millions of lives by reducing preventable deaths from cardiovascular disease and to prevent infectious disease epidemics. Resolve to Save Lives (<https://www.resolvetosavelives.org/>) is housed within Vital Strategies. Since September 2017, Resolve to Save Lives has been working closely with governments, the World Health Organization, academic and other civil society partners in a number of countries to build capacity for and implement a core package of interventions to reduce cardiovascular disease.

### Overall Role:

Resolve to Save Lives is seeking a **Program Officer, Sodium and Surveillance** to support our global efforts to improve cardiovascular health. This is a full-time position based in New York City. Applicants must possess a valid work permit to work in New York City.

The Program Officer, Sodium and Surveillance will support implementation of the Resolve to Save Lives cardiovascular health (CVH) initiative, with a focus on surveillance and reducing sodium consumption. S/he will be part of a small New York City-based team. Responsibilities will include review of scientific research; development of technical materials; project management; knowledge sharing and management; technical support to and reporting on the initiative's activities in selected project countries. Resolve's sodium reduction programming and surveillance is underway in India, China and Thailand and will be initiated in partnership with local organizations in additional countries in the coming year. The Program Officer is expected to travel internationally.

### Specific Duties:

The Program Officer, Sodium and Surveillance will work under the guidance of and report to the Director, Cardiovascular Health. S/he will work collaboratively with other members of the CVH team as well as in-country and global implementing partners and with Resolve's technical consultants. The incumbent will perform duties such as but not limited to the following:



- Synthesize scientific and technical information such as scientific journal articles, reports, or news summaries related to sodium, sodium substitutes, and nutrition monitoring and surveillance to inform prioritization and planning of activities
- Develop presentations, technical and other communications materials regarding sodium consumption, guidelines and surveillance
- Review regular progress reports from in-country implementing partners and generate summaries and recommendations for the initiative's Director, Cardiovascular Health
- Liaise with, monitor, track progress and report on project implementation by in-country and other partners
- Provide or arrange needed technical support to key in-country partners to transfer skills, share and strengthen global knowledge on sodium reduction and surveillance
- Manage solicitation and review of grant proposals for sodium reduction activities in priority low and middle-income countries
- Liaise with and track the progress of programming in a subset of Resolve to Save Lives project countries
- Assist in the planning and facilitation of periodic partner convenings to discuss and share technical information and lessons from the implementation of sodium reduction, monitoring and surveillance interventions
- Represent the CVH initiative at international conferences and meetings and with implementing partners

**Required Qualifications:**

- Master's degree in public health, with a focus on epidemiology, surveillance and / or nutrition
- Five or more years of relevant work experience such as public health program implementation and / or management
- Experience in or demonstrated understanding of health policy and regulatory issues concerning nutrition
- Proven analytical skills
- Exceptional organizational skills
- Clear, effective and highly efficient writing skills



- Demonstrated ability to work under pressure and deliver against tight deadlines
- Well-developed interpersonal skills for harmonious internal team work and global partnerships across cultures
- Experience working in low- and middle-income settings or with underserved communities
- Flexible, collaborative work style yet capable of working independently
- Willingness to travel up to 35%
- Proficiency in languages in addition to English a plus

### **How to Apply**

Please send your CV and a cover letter, including your salary requirements, to [opportunities@resolvetosavelives.org](mailto:opportunities@resolvetosavelives.org). Applications will be received until the position is filled. Please note that only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees 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.