

Program Officer, LINKS

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.

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** to support the establishment of and oversee an online platform for knowledge sharing, networking and dissemination and implementation of high-impact strategies to reduce cardiovascular disease through hypertension control, sodium reduction, and the elimination of artificial trans fat. Called **LINKS**, this program will make available the following resources for partners in low and middle-income countries: **L**earning and capacity building; **I**mplementation advice and standardized tools; **N**etworking; **K**nowledge exchange; and **S**tart-up grants support.

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 will help establish and manage the LINKS program. This position is part of a small New York City-based cardiovascular health (CVH) team. Resolve to Save Lives' CVH work is already underway in India, China and Thailand, with new programming being developed in Ethiopia and Vietnam and additional countries to be determined in the coming year. LINKS will further accelerate the global dissemination and implementation of evidence-based strategies to reduce CVD by inviting access to key resources more broadly. The Program Officer's responsibilities will include: identifying key CVH technical resources; establishing effective systems for global knowledge sharing and management; ensuring responsive capacity strengthening of governmental and civil society partners at country level; communicating with LINKS partners and members; and administering a small grants scheme to catalyze in-country progress on hypertension management, sodium reduction and the elimination of trans fat.



Specific Duties:

The Program Officer, LINKS will work under the guidance of and report to the Director, Cardiovascular Health Initiative. 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:

- Help build and coordinate a collaborative online platform to support knowledge sharing, training, networking, and access to technical tools and peer-to-peer learning for the reduction of cardiovascular disease
- Support organization of periodic webinars, coordination of technical consultation meetings and development of training courses
- Develop and manage website content to include technical resources, scientific literature, annotated bibliographies, and LINKS-related announcements
- Establish and coordinate methods for and oversee the delivery of advice and consultation from content experts via peer-to-peer exchange, virtual assistance, and in-country technical support
- Develop guidelines and related systems for soliciting, reviewing, selectively approving, and managing small grants for country-level activities from governments and organizations in priority low and middle-income countries
- Review regular progress reports from in-country implementing partners and generate summaries and strategic recommendations to inform program design and planning
- Assist in the planning and facilitation of periodic partner convenings to discuss and share technical information and lessons from the implementation of cardiovascular health interventions
- Represent the CVH initiative at international conferences and meetings and with implementing partners
- Work closely with implementing partners (such as WHO and CDC) to coordinate planning, execution and monitoring of activities
- Work closely with Resolve to Save Lives' communications team to promote and solicit membership in LINKS

Required Qualifications:

- Master's degree in public health or related field
- 5 or more years of relevant work experience in public health program management
- Outstanding project management skills



- Experience in knowledge management
- Experience with capacity development, training and/or other methods of skills transfer
- Experience administering grants programs
- Experience working in cardiovascular or other non-communicable diseases is desirable
- Experience working in low- and middle-income settings or with underserved communities is desirable
- 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
- Clear, effective and highly efficient writing skills
- Strong computer skills, including website content management
- Flexible, collaborative work style yet capable of working independently
- Willingness to travel up to 20%
- 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. 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.