



## Operations Manager, International – Global Operations

### Vital Strategies

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, environmental health, vital statistics systems building and Multi-drug resistant tuberculosis treatment research. Our programs are concentrated 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 Position

Vital Strategies is seeking qualified candidates for the position of Operations Manager, International – Global Operations, who will report to the Vice President of Global Operations. This is a full-time position based in New York. Applicants must possess a valid working permit to work in New York.

We currently have offices in France, Singapore, Brazil and China, and ambitious plans to expand our global footprint further.

### Specific Duties

- Supports institutional goals to open and close field offices internationally, leveraging expert project management skills to effectively coordinate resources, lead times, and cost control efforts. Conducts background research on potential locations for new country offices.
- Supports both headquarters and local requirements to monitor compliance and to support business continuity and risk management efforts.
- Leads or supports effective contract negotiations; acts as contracts manager for institutional agreements as needed.
- Acts as a peer advisor to local Operations Managers on centralized policy and process, and on decision making protocols. As needed, serves as a liaison between country office Operations Manager and headquarters operations staff.
- Works with operations managers in countries where Vital Strategies has an office, to support an annual calendar of planning and budgeting office operations.
- Serve as consultant and advisor to all colleagues on project managing the full lifecycle of a project.
- As needed, convenes and oversees project teams to support project planning, budget review, lease negotiations, and other activities to support the smooth running of country offices.
- Up to 30% of time may be spent traveling between the U.S., and other locations at mutually agreed times.

## SAMPLE PROJECTS

- Lead a team of international contributors to develop and maintain a global manual of operations procedures, relevant to each country office. Serve as a bridge to help trouble shoot handover / handoff processes or procedures between Finance and Operations in international offices.
- Support role to contribute expertise (a) around preferred hotels with Vital Strategies' travel management company, (b) instituting travel safety criteria developed by the global safety manager, (c) other institution-wide projects as identified.

## Qualities and Qualifications

- A Master of Public Administration, MBA, or a comparable degree from an accredited educational institution. A baccalaureate degree and five years of managerial experience in lieu of the Master's degree may be considered from exceptional candidates.
- Five to seven years as a Project Manager with a proven track record of accomplishments in a non-profit organization.
- Responsible for a budget of \$5 million or more is desirable.
- Experience working with governmental donor agencies such as USAID, EC, and with international grantees.
- Experience overseeing administrative staff.
- Ability to work in a fast paced, energetic, dynamic environment.
- Self-starter with a positive attitude.
- Proven ability to manage and meet short- and long-term deadlines.
- Excellent communication and interpersonal skills (written and verbal)
- Proficient in computer software to include Word, Excel, Outlook, PowerPoint, typing.
- A leader and team player, with an ability to lead and be led on cross-divisional projects

Please send CV and a cover letter, including salary expectations, to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) indicating the position applied for in the subject line. Closing date for applications is **February 28, 2019**. 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 partners; 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.