



Program Assistant – Data for Health Initiative

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 to find out more about our work.

The Position

Vital Strategies is seeking qualified candidates for the position of **Program Assistant** to support the Data for Health Initiative-Grants Program. S/he will provide administrative and organizational support related to the activities of the Program. The Program Assistant will report to the Senior Technical Advisor. The position is based in New York City. Applicants must possess a valid working permit to work in New York City.

Specific Duties

Grant monitoring

- Support the Director and team with administrative tasks, including monitoring all correspondence related to grants
- Log all grant submissions and monitor through the application to acceptance/rejection process
- Develop materials to systematize and record all phases of grantmaking process
- Correspond with grantees about administrative aspects of their awards
- Ensure that transactions, expenditures to countries and other deliverables are tracked until they are completed
- Coordinate programmatic reporting with technical staff and grant recipients
- Tracking status of MOUs, payments, reports and contracts
- Schedule meetings and maintain calendars, taking and distributing meeting notes, and other tasks as needed



Program logistics

- Devise and maintain organizational systems for the program, including accurate filing systems
- Coordinate and develop agenda for weekly meetings
- Prepare presentations and assist with creating and distributing documents, including assisting with the editing and formatting of project reports and related materials
- Perform data entry using word processing, spreadsheet or database commands and formats material as required
- Coordinate the scheduling of meetings and calls, distribution of supplies and materials for the program, and provide other general operational support
- Draft written responses or replies by phone or e-mail., and respond to regularly occurring requests for information
- Conduct background research and prepare materials as needed
- Assist with travel arrangements for technical assistance trips related to Grants Program

Other Program Activities

- Drafting letters, tables, charts, graphs, maps, data tables, presentations, and other visual aids as necessary
- Assist in the editing and formatting of project reports and related materials
- Work closely with other Program Assistants throughout the Public Health Programs Division, the D4H Initiative and other administrative/operations colleagues across the organization

Qualities and Qualifications

- Bachelor's degree in a relevant field from a recognized university
- Excellent organizational skills
- Excellent computer skills: proficient user of Microsoft Office suite (MS Word, Excel, Outlook, PowerPoint); knowledge of MS Project or Smartsheet will be an advantage
- Excellent interpersonal communication
- Ability to work as part of a team
- Adaptability to change
- English language fluency (written and spoken)
- Proficiency in Spanish or Portuguese a plus

How to Apply

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org indicating the position applied for in the subject line. Closing date for applications is **April 13, 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.