



Program Operations Officer – 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

The Data for Health Initiative-Grants Program is seeking an experienced **Program Operations Officer** to oversee the successful monitoring and administration of a portfolio of grants and related contracts, issued by the D4H Grants Program. Reporting to the Senior Technical Advisor, the Program Operations Officer will work in close collaboration with the program team, external partners, and the Finance Division. This is a full-time position, based in New York City. Applicants must possess a valid working permit to work in New York City.

Specific Duties

Project Oversight/Audit

- Develop documents for Grants Program, including workflow and reference documents and templates;
- Work with grantees to develop program workplans and estimated budgets, ensuring all expenses are considered and accurately reflected;
- Manage the timely and accurate submission of required documentation needed for grant and contract processing, such as scope of work and budget;
- Provide technical assistance as needed;
- Other duties as assigned by the Program Director.

Contracting and Procurement

- Conduct risk assessments on grantee organization;
- Draft, evaluate, negotiate, facilitate legal review, and execute all contracts and contract amendments for the program;
- Facilitate compliance checks/due diligence for all grantees;
- Manage contract invoicing, including receipt, tracking, and approvals;
- Maintain contract tracker.



Financial Oversight

In collaboration with Public Health Programs Finance Team:

- Monitor, in real time, grantee budgets and overall spending of Grants Program;
- Track grant deliverables against expenses and disbursements;
- Prepare monthly report for funder.

Qualities and Qualifications

- Bachelor's degree in Accounting, Finance, Business Management, or related field required
- A minimum of 2-3 years progressive experience in accounting, finance and grants management
- Mastery of MS Excel, including proficiency using pivot tables, Vlookups, and formulas
- Strong analytical and problem-solving skills and excellent computer skills in other elements of Microsoft Office suite (MS Word, Outlook, PowerPoint); knowledge of MS Project or Smartsheet will be an advantage
- Ability to maintain high standards of customer service through responsive and timely communication
- Extremely well organized with high attention to detail
- Able to manage multiple projects on strict deadlines
- Excellent interpersonal and written communication
- Ability to work as part of a team
- Adaptability to change
- Prior experience working for grant-funded programs preferred
- 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.