

Program Assistant-CRVS Improvement Program

Vital Strategies

Vital Strategies 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.

The Union

The International Union Against Tuberculosis and Lung Disease (The Union), headquartered in Paris, France since 1920, has regional and country offices in Africa, Asia Pacific, Europe, Latin America, North America and South-East Asia. The Union provides expertise in project implementation and management, epidemiology and surveillance, and other core public health capacities on a variety of global health challenges. For more information about The Union please visit www.theunion.org and about The Union's Tobacco Control Department please visit www.tobaccofreeunion.org.

The Position

Vital Strategies is seeking qualified candidates for the position of **Program Assistant-CRVS Improvement Program**. The **Program Assistant** will provide program and implementation support to CRVS Programs in Asia, working closely with Senior Program Officers. The position reports to the Senior Program Officer and Regional Manager for Asia and the Pacific – CRVS Improvement.

This position supports the Bloomberg Philanthropies Data for Health Initiative, which aims to enhance public health data collection and use in low- and middle-income countries. The goal of the initiative is to ensure that a billion more people live in countries where data are used to steer public policy and program decisions. Under the Initiative, Vital Strategies, in partnership with other global public health organizations, is implementing a multi-year program to improve civil registration and vital statistics (CRVS) in numerous countries and municipalities in Africa, Latin America, Asia, and the Pacific. Vital Strategies has full responsibility for provision of technical assistance to several of these.

The CRVS Improvement Program involve interventions designed to improve the registration of births and deaths, improve the availability and quality of cause of death information for both facility- and home-based events, and improve the timeliness of available vital statistics information and reports.

Specific Duties

- Organize in-country, regional or global meetings by assisting with planning (e.g. budgets, agendas, confirming participant attendance), preparing meeting materials, communicating with relevant stakeholders, and coordinating logistics for participants, including air travel, per diem, and accommodation in coordination with Senior Program Officers and Country Coordinator
- Manage logistics for the provision of technical assistance by external experts
- Provide other program and implementation support, including but not limited to, scheduling team meetings, processing consultant expense reimbursements, and participating in country implementation calls
- Liaise between internal Vital Strategies' departments including Procurement, Travel Agency, Legal Counsel, IT, Grants and CRVS teams based in the NY and Singapore Office and provide administrative support as needed
- Draft, assemble, process, administer, and monitor all program contracts and agreements for service providers, procurement of equipment, consultants, and venues, in accordance with Vital Strategies policy and ensuring compliance with grant requirements, budgets, and cost to ensure accuracy, completeness and compliance for internal approvals.
- Act as Superuser to upload purchase orders in Netsuite, process venue contracts, and submit participant travel and per diem reimbursement requests to the Grants team
- Perform any other duties as assigned by the Singapore-based Senior Program Officers and Senior Program Officer and Regional Manager for Asia and the Pacific – CRVS Improvement
- Backstop other Program Assistants and Administrative Officer in the CRVS Improvement Program as needed
- Travel in-country as needed

Qualities and Qualifications

- Diploma in Business Administration, Commerce or other relevant studies
- At least three (3) years of working experience in a similar capacity
- Customer service-oriented attitude
- Proven ability to manage multiple ongoing tasks
- Patient and adaptable to fast-paced and rapidly changing environments
- Strong project management skills
- Strong interpersonal skills with the ability to work with remote members of the team
- Highly attentive to detail
- Ability to prioritize tasks and work efficiently with sometimes minimal supervision
- Determination and drive to see tasks through to the end
- Demonstrated sensitivity in handling confidential information
- Proven ability to quickly learn new software and mastery of Microsoft Suite products (particularly Word and Excel)
- A global outlook; keen interest and knowledge of current affairs globally
- Possess a genuine interest in and commitment to the mission and vision of Vital Strategies
- Must be authorized to work in Singapore



Building Health Systems Globally

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 30, 2019**. Only shortlisted candidates will be contacted.