

## Senior Program Officer - 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](http://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](http://www.theunion.org) and about The Union's Tobacco Control Department please visit [www.tobaccofreeunion.org](http://www.tobaccofreeunion.org).

### The Position

Vital Strategies is seeking qualified candidates for the position of **Senior Program Officer-CRVS Improvement Program**. The **Senior Program Officer** will lead technical assistance provision in two countries in Asia, including planning and implementation of work plans, and managing Country Implementation Teams. The SPO will work under the supervision of the Regional Manager – Singapore Office.

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**

- Establish relationships and collaborate with senior government officials to develop country-owned work plans
- Work with government counterparts to develop detailed budgeted implementation plans and prioritize activities to maximize local impact
- Manage the allocation of available resources (e.g. staff time, money, materials) to maximize country results
- Manage the identification and engagement of at least one country coordinator and of a local fiscal agent, where required
- Manage the development and signing of collaboration agreements or MOUs with government
- Manage the implementation of activities in a way that promotes country ownership and leadership, leads to the institutionalization of CRVS system improvements, and builds local capacity
- Manage and coordinate the provision of all topic specific technical assistance to the country by communicating with government officials, internal technical advisors and external consultants
- Manage drafting and ensure execution of agreements with relevant in-country stakeholders and external consultants (e.g., Memorandum of Understanding, Sub-grant agreements, and other contracts)
- Manage Program Assistants to coordinate operational, logistics, and financial support to the implementation of activities in the assigned countries
- Manage Country Coordinator and Country Assistant teams to facilitate in-country implementation of activities
- Monitor progress of the implementation of country level activities and track impact against key project milestones and deliverables (e.g. institutionalization of interventions)
- Travel in-country as needed (up to 40%)
- Perform other duties for the Director, Deputy Directors, or Regional Manager

## **Qualities and Qualifications**

- Post-graduate degree in relevant field (e.g. public health, epidemiology) from a recognized university
- At least 5 years' experience working on international development projects, ideally on projects in multiple low- and middle-income countries and on projects with strong data and information or M&E components
- Previous experience in CRVS strengthening or mortality surveillance a major plus
- Strong project management skills including financial and technical oversight
- Experienced in working collaboratively and remotely with internal and external team members to meet expectations and deliver the necessary technical assistance in a timely manner

- Ability to work independently and self-directed as well as across cultures and in a team of a broad range of government, academic and other stakeholders
- Proven ability to manage multiple ongoing tasks
- Patient and adaptable to rapidly changing environments
- Excellent interpersonal communication skills (both written and verbal)
- Capable of quickly understanding and analyzing complex problems and situations and identifying solutions to achieve objectives
- Detail-orientated, self-starter with a positive attitude, and willingness to learn
- Proficient user of Microsoft Office suite (MS Word, Excel, Outlook, PowerPoint), familiarity with Smartsheet or MS Project a plus
- Possess a genuine interest in the mission and vision of Vital Strategies
- Spanish, French, and / or other language proficiency a plus
- Work experience on multiple continents a plus
- Willingness to be based in Singapore

### **How to Apply**

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