

## Deputy Director, Public Health Programs

Vital Strategies

Vital Strategies (VS), based in New York City, 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 Position**

Vital Strategies is seeking qualified candidates for the position of Deputy Director of Public Health Programs. This is a full-time position based in New York City, Singapore, or New Delhi, and which requires occasional international travel. Applicants must have a valid work permit for the relevant country.

### **Background:**

The Division of Public Health Programs oversees a number of initiatives that entail providing technical assistance to ministries of health and other government partners around improving public health systems. Specific programs include “Data for Health” -- enhancing civil registration and vital statistics systems and the use of health data for public health policymaking; road safety -- aiming to reduce fatalities and injuries on the roads in several of the world’s largest cities; and noncommunicable disease prevention initiatives in 50 cities worldwide. The Division comprises approximately 20 staff and 40 consultants working in 30 countries.

### **Overall Role:**

The Deputy Director will provide operational and programmatic leadership and support to the Division of Public Health Programs. S/he will work closely with the Senior Vice President for Public Health Programs in the development and implementation of strategic plans and policies and will provide technical leadership and support to staff and to government partners. S/he will directly oversee implementation of selected programs. S/he will be part of the senior leadership of Vital Strategies and participate in organizational decisionmaking and planning.

### **Specific Duties:**

The Director of Public Health Programs will work under the direction of the Senior Vice President for Public Health Programs. S/he will work collaboratively with the other members of the team and with the Divisions of Operations and Finance in the following:

- Manage the internal operations of the Division; identify and solve operational challenges identified by Divisional staff

- Develop efficient operational policies and procedures
- Oversee programmatic and fiscal monitoring and quality assurance for the Division; establish processes for monitoring, learning, and evaluation of ongoing programs
- Identify new program opportunities; synthesize and describe current knowledge and landscape for new program areas
- Plan and implement specific program activities; supervise staff as appropriate
- Work collaboratively with colleagues to identify opportunities for cross-program activities and functions
- Facilitate communication across the Division
- Liaise with other Divisions and international partners and offices
- Represent the Division and Division Director as needed with internal and external stakeholders (donors, governmental partners, Vital Strategies leadership)

### **Qualifications and skill set:**

- Graduate-level degree in public health, epidemiology, or other relevant discipline
- 10+ years experience in public health programs and management
- Strong managerial skills, with a track record of program design and management
- Experience in international public health
- Experience in public health surveillance systems and epidemiology
- Strong organizational skills, including staff supervision and ability to work across organizational functions
- An approach that emphasizes collaboration; proactive problem-solving; and attention to detail
- Multiple languages a plus
- Willingness to travel internationally up to 20%

How to apply:

Please send CV and a cover letter, including salary expectations, to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) by **Thursday, August 31st** indicating the position applied for in the subject line.

Vital Strategies offers competitive compensation 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 partner; 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.