

Director of Global Operations

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 to find out more about our work.

The Position

Vital Strategies is seeking qualified candidates for the position of Director of Global Operations. This is a full-time position based in our headquarters in New York City. Reporting to the Chief Operating Officer, the Director of Global Operations will oversee:

- staff security,
- travel.
- all insurances,
- procurement and contracting procedures,
- risk management,
- set up and operational oversight of our international offices,
- oversight of our move to a new office in 2018.

Specific Duties:

- Manage and oversee all building occupancy related costs and budgets including cost analysis and asset accounting for all offices;
- Oversee the purchase of capital expenditures and maintain an inventory control system (i.e. office equipment);
- Analyze and provide contract oversight of outside professional services including architects, engineers, real estate brokers, contractors and other building project professionals;
- Work closely with the senior management to manage space planning for offices, including conducting needs assessments and making determinations on space use;
- Prepare project budgets and attend project meetings for new office spaces;
- Negotiate contracts/purchases for supplies, equipment and furniture;
- Supervise focal points at different sites who are charged with overseeing the general administrative and facility operations of their respective offices;
- Determine the composition and maintenance of the global commercial insurance portfolio to ensure adequate insurance coverage;
- Oversee the in-house production of reports;
- Work closely with the COO to oversee various organizational operation initiatives as determined by the COO, particularly in the following areas:

- Develop, implement and improve standard operating policies and procedures which include the identification and application of new technology to maximize the use of resources;
- Work closely with other divisions to analyze and improve existing internal procedures; and develop, design and implement processes that best serve VS's internationalization, growth, and need to be responsive to external developments;
- Ensure organization-wide coordination as well as maintain good working relationships with external partners; and
- Perform additional tasks as may be required.

Managerial Responsibilities

- Deliver outputs in a timely manner and be consistent with the agreed strategy and priorities of the Global Operations Division;
- Monitor progress against milestones and deadlines of all outputs that are within the purview of responsibility;
- Regularly monitor the budget and ensure that resources are allocated appropriately
- Operate in compliance with organizational regulations and rules, including the policies of applicable employee agreements;
- Establish clear work plans for staff and communicate priorities clearly and effectively.
- Provide oversight and take responsibility for delegated assignments;
- Manage and guide staff by listening, having two-way communication, sharing pertinent information, responding appropriately and delegating appropriate responsibilities;
- Provide appropriate and timely feedback on staff performance and provide guidance, coaching and training, as necessary. Provide guidance and coaching to staff in the supervisory positions;
- Ensure timely recruitment of vacant positions; and
- Foresee risks and allow for contingencies when planning; monitor and adjust plans and actions, as necessary.

Qualifications and skill set:

- A bachelor's degree is required; an advanced degree is highly desirable.
- Minimum seven years of directly related risk management, systems development and building, facility and/or security management experience.
- Excellent time-management skills and ability to prioritize tasks while maintaining a strong attention to detail is required.
- Excellent interpersonal and communication skills, self-motivation, creative problem- solving, organization, and demonstrated ability to work well as a member of a team are required.
- Strong oral and written communication skills in English are required; proficiency in another language is desirable.
- Demonstrated strong proficiency in scheduling and management is required.
- Excellent customer service/customer relations skills are required.
- Prior experience working in nonprofit/NGO is highly desirable.
- Applicants must possess a valid work permit to work in New York City.

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: **31 August 2017**. Only shortlisted candidates will be contacted.

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.