

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. VS is an independent affiliate of The International Union against Tuberculosis and Lung Disease (The Union).

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 the Deputy Director of Operations and a team of 4 staff. The Director of Global Operations will be responsible for:

- Staff security
- Facilities: including move of headquarters to new offices in 2018 (~100 staff) and set up and operational oversight of international offices
- Insurances (all except health insurance)
- Risk management
- Procurement and contracting procedures
- Travel

Specific Duties:

- Selects, monitors and evaluates security vendors to advise on security risk, train staff, and respond to incidents for staff in home countries and during travel
- 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;
- 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);
- Prepare project budgets and attend project meetings for operational issues;
- Supervise focal points at different sites who are charged with overseeing the general administrative and facility operations in international offices;
- Determine the composition and maintenance of the global commercial insurance portfolio to ensure adequate insurance coverage;

- Work closely with other divisions to analyze and improve existing internal operating procedures; and develop, design and implement processes that best serve VS's internationalization, growth, and need to be responsive to external developments;
- Maintain an up-to-date organizational risk matrix which is regularly reviewed by the executive management team
- Oversee procurement of goods and services and ensure fair and standard practice for selecting suppliers and vendors and negotiate for best pricing.
- Oversee travel procedures, flow and vendors so as to maximize customer satisfaction while minimizing cost
- 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 operational oversight in a global organization with risk management, systems development and building, facility and security management experience.
- Strong oral and written communication skills in English are required; proficiency in another language is desirable.
- Excellent customer service/customer relations skills are required.
- Prior experience working in a global 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: **30th June 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.