

Global Occupational Health and Security Officer

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 Global Occupational Health and Security Officer. The Global Occupational Health and Security Officer will be responsible for approximately 300 VS employees and consultants at their main work place and when they travel. VS currently has offices in New York, Virginia, Singapore and Tanzania. Additional offices are in the process of being opened in India, Brazil, France, and another Latin American country to be determined.

Overall Role:

Reporting to the Director of Global Operations and the Head of Human Resources; the Global Occupational Health and Security Officer will be responsible for the development, implementation and communication of occupational health and security policies.

Main Responsibilities:

Occupational Health

- Develop standard operating procedure and policies for VS on occupational health
- Continually assess and monitor occupational health needs across the organization
 - Conduct risk assessments and ensure action is taken to mitigate any health risks in the countries where there are Vital Strategies offices
 - Conduct risk assessments and ensure action is taken to mitigate any health risks in all the countries where Vital Strategies staff are based and to which they travel
- Develop and update global and country office occupational health plans and policies that address
 - Health risks from field-based work
 - Travel medicine
 - Staff exposure to community health risks (outbreaks, etc.)
- Establish and manage contracts to support this work (International SOS, etc.)

- May include travel medicine service contracts
- Provide expert consultation, support and training for organization managers on all occupational health issues
- Develop educational, technical and promotional materials; implement and conduct risk management and safety education and training programs for staff
- Analyze federal, state, and local laws, directives, guidelines, and codes related to environmental and occupational health control matters and prepare required reports and updates

Security

- Continually assess and monitor security risks across the organization
 - Conduct risk assessments and ensure action is taken to mitigate any security risks in the countries where there are Vital Strategies offices
 - Conduct risk assessments and ensure action is taken to mitigate any security risks in all the countries where Vital Strategies staff are based and to which they travel
- Develop and implement security policies, protocols and procedures across the organization
- Provide expert consultation, support and training for organization managers on all security issues

Qualifications:

- Masters in Public Health, with concentration in Occupational Health and Safety, Industrial Hygiene, or equivalent degree in related field.
- Experience evaluating and mitigating security risks to staff.
- Minimum of 10 years' related work experience, preferably in an international organization

Knowledge & Experience

- Principles and techniques of occupational health risk prevention internationally
- Development of occupational health programs for professional employees.
- Expertise in security management to include security meetings, informational briefings and design and delivery of security training for staff working or travelling in difficult environments
- Experience of working and/or travelling in countries with significant security risks
- Staff security principles and practice;
- Principles and techniques of training

Personal Attributes

- Excellent written, oral, and interpersonal communication skills in English.
- Ability to prioritize effectively and execute tasks in a high-demand environment.
- Extensive experience working in a team-oriented, collaborative environment.
- Experience working with an internationally-based team.

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: **July 31, 2017**. Only shortlisted candidates will be contacted.

Vital Strategies Benefits:

Vital Strategies offers competitive compensation based on prior experience and qualifications as well as a comprehensive benefits package. Benefits we offer include: health, dental and vision insurance for employees and their families; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 12 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; a retirement savings plan; commuter benefits and basic life and personal accident insurance.