

Global Safety and Occupational Health Officer

Vital Strategies

Vital Strategies, 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 Global Safety and Occupational Health Officer. The Global Safety and Occupational Health Officer will be responsible for approximately 350 Vital Strategies employees and consultants at their main work place and when they travel. Vital Strategies currently has offices in Brazil, France, New York, Singapore and Tanzania. An additional office is in the process of being registered in India. This is a full-time position, preferably based in New York City. If based in NYC, applicants must have a valid work permit to work in the United States.

Overall Role:

Reporting to the Chief Operating Officer, the Global Safety and Occupational Health Officer will be responsible for the development, implementation and communication of safety and security, and occupational health, procedures.

Specific Duties

- Provide expert consultation to support staff who manage programs and/or travel in high risk areas.
- Develop and maintain an effective systematic security incident report mechanism; support and facilitate routine security debriefings.
- Conduct risk assessments and ensure action is taken mitigate security and health risks in Vital Strategies offices, in places where staff are based, and in locations where staff travel.
- Develop and maintain global and country office occupational health plans, policies, procedures, and related service contracts to address:
 - Health risks from field-based work
 - Travel medicine needs
 - Staff exposure to community health risks (outbreaks, etc.)
- Develop and present analysis of federal, state, and local laws, directives, guidelines, and codes related to environmental and occupational health control matters; prepare routine reports and updates; ensure local compliance
- Develop standard operating procedures, guidelines, and policies for Vital Strategies on safety, security and occupational health.

- Develop and implement training and education materials for supervisors, staff, and consultants, and where appropriate, organize external trainings around security, health and occupational health.
- Support development of global and country-specific emergency planning procedures.
Support planning and policy development around field presence as required.

Qualifications and skill set:

- Bachelor's degree required
- 5-10 years' related work experience, preferably in an international organization, in security management and security training.
- Advanced degree in Public Health, Occupational Health, Security or related field can replace 3 years of professional experience
- Experience evaluating and mitigating safety, health and security risks to staff
- Principles and techniques of occupational health risk prevention, preferred
- Experience in safety and security management for staff working in difficult environments (Vital Strategies does not work in conflict zones)
- Effective delivery of staff and managerial training
- Excellent written, oral, and interpersonal communication skills in English
- Ability to prioritize effectively and execute tasks in a high-demand environment, and demonstrate excellent judgement
- Ability to respond immediately, to provide leadership and support security or health related emergencies as they arise
- Desire to work in a team-oriented, collaborative environment
- Desire and willingness to travel internationally

How to apply:

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org by **January 31, 2018** indicating the position applied for in the subject line. 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.