

Operations 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).

Background

Reporting to the Deputy Director - Global Operations, the Operations Officer will be responsible for purchasing and travel bookings across the organization. The Operations Officer will ensure that due diligence is conducted for all transactions and that all transactions comply with organizational policies. This is a full-time position based in New York City. Applicants must possess a valid work permit to work in New York City.

- Process purchase requisitions and purchase orders for goods and services both domestically and internationally, all sectors included
- Recommend execution of contracts for the purchase of supplies, services and equipment
- Track delivery, receipt, warranty, and insurance on I.T. and mobile phone purchases
- Negotiate with vendors to secure the most advantageous payment terms
- Develop and manage vendor relationships, ensuring continuous performance improvement
- Assist in developing strategies for cost-savings and purchasing
- Identify potential suppliers and perform due diligence checks
- Manage domestic and international travel arrangements for employees and consultants
- Manage and execute regional logistics for international conference participation
- Implement safety and security measures for staff and consultants specifically for international travel
- Establish relationships with meeting venues and hotels domestically for external conferences and meetings outside of the Vital Strategies office
- Develop and maintain forms necessary for procurement and travel processes
- Maintain relevant databases for travel and procurement
- Ensure that internal procurement and travel policies and procedures are carried out consistently
- Comply with and maintain knowledge of applicable
- Develop and maintain constructive and cooperative working relationships with colleagues and stakeholders
- Provide assistance related to all travel and procurement matters

Facilities Coordination:

- Office set up for new staff and internal movement of people
- Management of meeting rooms and hotdesking
- Coordinating with building management and staff on facilities matters
- Coordinate office related events and meetings
- Assist with coordination of office relocation in 2018

Qualifications

- Experience with facilities coordination
- Knowledge of procurement and travel processes and procedures
- Knowledge of relevant tools and technology
- Experience in the preparation of procurement documents including purchase orders, bid analyses and shipping
- Knowledge of applicable donor rules, regulations and standards
- Experience with booking international and domestic travel
- Demonstrated analytical and research skills, including the ability to identify issues, think laterally and develop appropriate strategies.
- Ability to plan, organize and prioritize tasks to ensure work is completed efficiently and effectively
- Strong customer service and communication skills
- Strong administration and management skills
- Ability to learn quickly

How to Apply:

Please submit a CV and cover letter to hr@vitalstrategies.org by **Monday 31st July** indicating the position applied for in the subject line. Kindly indicate salary expectations in the cover letter.

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.