

## Environmental Health Program Officer, Singapore

### 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](http://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 **Environmental Health Program Officer**. The position is based in Singapore and applicants must possess or be eligible for a valid work permit for Singapore.

#### Background:

Vital Strategies, in partnership with other global public health organizations, oversees programs to strengthen health systems and address leading causes of morbidity and mortality. Public health programs include road safety, mental health, 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 municipalities in Africa, Latin America, Asia and the Pacific.

#### Overall Role:

The Environmental Health Program Officer will be expected to lead initiatives to address air pollution and strengthen national and sub-national environmental health capacity in Southeast Asian countries, including Indonesia, Singapore and Malaysia. The Program Officer will supervise a small staff of epidemiologists, educators and communication specialists based in the Singapore office of Vital Strategies and the Union Against Tuberculosis and Lung Disease.

#### Specific Duties:

Under the direction of the Senior VP for Environmental Health:

- Oversee initiatives and ensure timely completion of project milestones for educational, technical assistance and health impact assessment work.
- Contribute to the development of funding proposals, interfacing with Vital Strategies experts and administrative units as well as external partners to jointly develop budgets and project plans.
- Develop and nurture relationships with external funders and stakeholders in Southeast Asia.

- Manage and contribute to development of concept notes, including compiling supporting information and data.
- Co-author and edit technical reports.
- Manage project startup, recruitment and hiring, contracting and procurement activities.
- Monitor project progress, compile progress reports for funders.
- Respond to information and assistance requests from funders, field staff, and the public.
- Identify, surface, and troubleshoot impediments to projects.
- Participate in regional training efforts that promote effective public health governance.
- Attend conferences and meetings in support of these activities.
- Assist with other Vital Strategies duties as specified by the SVP.

### **Qualification and Skill Set:**

- Graduate degree in public health, environmental studies, public policy, public administration, or a relevant field of study or equivalent experience/education;
- Strong quantitative skills in environmental health, health economics, epidemiology or related field.
- Minimum three years of experience in environmental health sciences, public policy, public administration and/or program implementation.
- Understanding of environmental health challenges facing low and middle income countries including air pollution, climate change and urbanization.
- Strong skills and demonstrated experience in project management
- Demonstrated ability to take initiative and make sound, informed decisions
- Demonstrated effectiveness in oral and written communication, working in teams and partnership development
- Citizenship, residency or willingness to establish residency in Singapore.
- Willingness to travel up to 25% of work time and work flexible hours to communicate across different time zones
- Fluency in multiple languages is a plus

### **How to Apply:**

Please submit a CV and cover letter to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) by **Friday, May 26<sup>th</sup>** including the position applied for in the subject line. Kindly indicate salary expectation in the cover letter.