

Program Officer, CVD Project

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.

The Position

Vital Strategies is seeking qualified candidates for the position of Cardiovascular Disease Program Officer. This is a full-time position based in New York City, and which requires significant international travel. Applicants must possess a valid work permit to work in the United States.

Background:

Vital Strategies is starting a new project on cardiovascular disease prevention.

Overall Role:

The Program Officer will support the implementation of Vital Strategies' new cardiovascular disease prevention project as part of a small New York City-based team. Responsibilities will include material development, review of scientific research, provision of support and technical assistance to Vital Strategies staff and implementing partners in project countries, and helping to manage project implementation by countries and sub-contractors. The position will involve significant travel, potentially up to 50%.

Specific Duties:

The CVD program officer will work under the guidance of the CVD Director. S/he will work collaboratively with the other members of the team both in New York City and in country offices.

The main duties will include

- Synthesis of scientific and technical information, such as scientific journal articles, reports, or news summaries, related to cardiovascular disease prevention to inform prioritization and planning of activities
- Review regular progress reports from implementing countries, summarize and present to the CVD Director
- Development of presentations and communications materials regarding CVD prevention for use by initiative leadership
- Development of scientific, technical and communications materials for use by stakeholders such as implementing countries, partners, field staff, and others
- Development of training materials for in-country and international partners on implementation of priority interventions

- Assist in the development of a monitoring framework and identify data sources for monitoring the project
- Represent the project at international conferences and meetings and with implementing partners

Qualifications and skill set:

- Master's degree in public health or a related field, with 5 or more years of experience in public health practice
- Experience working in low- and middle-income settings required
- Strong oral and written communication skills
- Ability to work independently
- Willingness to travel up to 50% of the time
- Proficiency in languages in addition to English preferred

How to Apply:

Please send CV and a cover letter, including salary expectations, to Laura Cobb at lcobb@vitalstrategies.org indicating the position applied for in the subject line.

Closing date for applications: August 11th. 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.