



Senior Program Officer, North America and Europe – Partnership for Healthy Cities

Vital Strategies

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, environmental health, vital statistics systems building and Multi-drug resistant tuberculosis treatment research. Our programs are concentrated 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 Partnership for Healthy Cities launched in May 2017. Supported by Bloomberg Philanthropies, and in partnership with the World Health Organization (WHO), this initiative supports 54 cities around the world to implement one high-impact, evidence-based policy intervention to prevent noncommunicable diseases (NCDs) or injuries. As the implementing partner for this initiative, Vital Strategies works directly with city governments to establish their intervention plan, provide technical assistance, support intervention implementation, and monitor and report progress. The Partnership for Healthy Cities is the flagship urban health program at Vital Strategies.

The Position

Vital Strategies is recruiting a Senior Program Officer for the Partnership for Healthy Cities. The Senior Program Officer will be responsible for managing the enrollment of new cities in the Partnership and/or the renewal of the participation of current cities. The SPO will also manage the implementation of the interventions in cities, including facilitating and/or providing technical assistance, providing project management support, maintaining regular communications, and monitoring and reporting progress.

Key responsibilities

- Manage the city recruitment and renewal process at all stages for North America and Europe;
- Manage and work closely with city government technical leads to define the project intervention, and oversee the drafting and finalization of implementation plans;
- Oversee, jointly with city focal points, project implementation, including contract management, expenditures, and achievement of programmatic milestones;
- Manage city grant budgeting process and allocations;
- Support the coordination and direct provision of technical assistance to cities, together with subject matter experts at Vital Strategies, WHO, and external partners;
- Supervise city-based and global consultants, as necessary;
- Monitor progress toward milestones and objectives and prepare weekly written reports;
- Support the development of local and global communication and public relations opportunities;
- Assist with other duties as specified by the Director and Deputy Director.

Qualities and Qualifications

- Comprehensive project management skills, with the ability to make sound, informed judgements;
- At least 5 years' experience in public policy or public health;
- Graduate degree in public health, public policy, public administration, or a relevant field of study or equivalent experience/education;
- Understanding of public health and related policy interventions;
- Strong understanding of municipal government structures and policymaking in relevant geographies;
- Outstanding written and spoken communication skills in English. Knowledge of a second language preferred;
- Strong interpersonal skills, with demonstrated ability to develop and maintain collaborative relationships with internal and external partners;
- Willingness to travel in order to support on-site engagement in participating cities;
- Willingness and ability to work across different time zones;

Additional information

- The Senior Program Officer will be a full-time employee for Vital Strategies, based in New York City.
- The Senior Program Officer will report to the Deputy Director at Vital Strategies;
- The Senior Program Officer will be expected to work the full working week (40 hours). Flexibility will be shown, with hours adjusted based on travelling and to accommodate time zones.
- The Senior Program Officer will be provided with necessary equipment for the duration of the project.

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 is **February 28th, 2019**. Only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees 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 partners; 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.