



## Grants Officer, Mayors' Challenge

Brazil

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.

Vital Strategies Brazil is a country office of Vital Strategies, registered as a Brazilian non-profit association and located in Sao Paulo – SP. Under the scope of a Memorandum of Understanding between both organizations, Vital Strategies Brazil implements projects related to Tobacco Control, Road Safety, Obesity Prevention, Urban Health and Civil Registration among other areas. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

### **The Position**

Vital Strategies seeks a Grants Officer to support the Mayors' Challenge Initiative. Reporting to the Deputy Director, Budget and Grants Management and the Country Director, Brazil, the Grants Officer will be primarily responsible for ensuring the accurate and timely processing of invoices, tracking of consultant contract and subcontract payments, and ensuring accurate coding for all payment requests. Additional duties include maintenance of a consultant/vendor contract database and assistance with ad-hoc and routine budget reports.

This position offers a permanent, full time contract with Vital Strategies Brazil, under Brazilian labor laws (CLT). Vital Strategies offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people.

### **Specific Duties**

#### **Financial Management**

- Maintain an up-to-date program budget, monitor expenses, and forecast availability of funds;
- Ensure regulatory compliance with donor rules and regulations;
- Assist Grants Manager in the preparation of accurate quarterly financial reports;
- Provide financial information to senior staff;
- Review reimbursement requests from contractors and consultants and liaise with the Finance department for payment processing

## **Contracting**

- Serve as point person for contractors and consultants;
- Negotiate and manage consultant contracts and agreements;
- Provide orientation to contractors on matters related to their contracts and accounting requirements;
- Review financial reports from contractors, ensure they are completed according to grants reporting requirements and are submitted in a timely manner;
- Conduct financial assessment or reassessment of contractors as needed.

## **General**

- Conduct onsite visits to ensure financial documents are in place and that funds are spent according to the activities and budget in the agreement;
- Perform other duties as assigned.

## **Qualifications:**

- Bachelor's degree required preferably in Accounting, Finance, Business Administration, Public Policy or Governmental Studies, and other correlated areas;
- Minimum of 3-5 years related experience
- Strong organizational and interpersonal skills
- Ability to work independently, anticipate issues and prioritize assignments
- Flexibility to adapt to changing systems and processes
- Proficiency in Microsoft Office products (Excel and Word) required

## **Personal Attributes**

- Excellent written, oral, and interpersonal communication skills in Portuguese and English,
- Proficiency in Spanish preferred
- Highly self-motivated, self-directed and attentive to detail,
- Experience working with an internationally-based team
- Ability to work well independently and collaboratively

## **How to Apply**

Please email your cover letter, resume and salary expectations to [vsbrazil@vitalstrategies.org](mailto:vsbrazil@vitalstrategies.org). The deadline for receipt of applications is **June 16, 2019**. Only shortlisted candidates will be contacted to be interviewed.

Vital Strategies offers competitive compensation for 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, meal tickets and paid days off between the Christmas and New Year's holidays.

