



## Operations Manager: Procurement and Facilities, New York

### 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 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.

### **The Position**

Vital Strategies is seeking a seasoned Operations Manager to become part of its growing global team. Based in New York City and reporting to the Vice President of Global Operations, s/he will have direct responsibility for the running of a 37,000 sq ft. office, its central services, procurement, travel management, asset management, and operations policy and process management.

The successful candidate will have a bachelor's degree, a minimum of seven years relevant work experience, and a strong customer service perspective with the ability to work with diverse individuals.

In the first year, the incumbent will be expected to refine and codify organizational procurement policies. It is highly preferred that the candidate have a demonstrated knowledge of USAID procurement regulations. S/he will ensure that the existing portfolio of vendors provide high quality service at competitive pricing; as well as, I directly manage key central vendors such as the global travel management company. Other job responsibilities will include establishing an operation's contract management system, managing contract compliance and in collaboration with Finance and IT establish an inventory/asset management system.

On an ongoing basis, s/he will manage space planning needs and oversee facility maintenance and upgrades. The incumbent will design and deliver an annual program around continuous process improvement planning, and guiding staff on new or revised policy and procedures. Alongside design and development of new practices, the successful candidate will ensure high standards are maintained for existing central services and operations. The ideal candidate will have a range of technical and soft skills and will be equally comfortable negotiating vendor contracts as engaging staff in operations process training.

The incumbent will be tasked with providing support to both divisions and country offices as it relates to procurement, vendor management, policies and procedures, compliance, facilities, and general operations.

*Travel between the U.S., and other Vital Strategies locations may be mutually agreed.*



### **Qualities and Qualifications**

- Foreign language fluency (French, Spanish, or Arabic preferred)
- Demonstrated ability to communicate clearly, concisely, and persuasively both orally and in writing, and deliver presentations, training, and facilitate meetings effectively
- Flexibility, good judgment, and ability to work under pressure
- Strong analytical skills and demonstrated ability to solve complex problems

### **How to Apply**

To apply, please send a Cover Letter, CV, and salary expectations to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org). Closing date for applications is **August 24, 2019**. Only shortlisted candidates will be contacted.

Vital Strategies offers highly competitive compensation and comprehensive benefits. Vital welcomes and supports a diverse, inclusive work environment. As such, our commitment is to promote equal employment opportunities (EEO) for all applicants seeking employment.

Candidates must be legally eligible to work in the U.S.