



PROJECT OFFICER, SURVEILLANCE

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 Position

Vital Strategies is looking for a qualified candidate for the position of a Project Officer, Surveillance. This position leads the implementation and management of the surveillance projects of public health programs; participate in the development of evaluation plans, field investigation training, data analysis and on-site monitoring. The position is based in Beijing and the incumbent will report to the Deputy Director – Tobacco Control of the Vital China Office.

Specific Duties

- Clean and analyze surveillance data and take the lead or participate in writing of research papers following the assignments of the supervisor;
- Provide technical support, monitor and evaluate program activities conducted by local counterparts who manage and implement local programs;
- Take the lead in drafting project status reports, monitoring and evaluation reports, etc.;
- Complete project tasks and other duties assigned by the supervisor;

Qualities and Qualifications

- Minimum Master's degree in a relevant field (e.g., statistics, epidemiological statistics and mathematics);
- A minimum of three years' work experience in data analysis and management, preferably in project management or large field investigation;
- Proficient in SAS, SPSS and other statistical analysis software, preferably with work experience in the cleaning and analysis of large sets of data and competence in logistic regression, multilevel models and other statistical methods;
- Collaborative, dedicated team player with desirable communication and coordination skills.
- Up to 20% of domestic travel is required.



How to Apply

Please send CV and a cover letter, including salary expectations to chinarecruitment@vitalstrategies.org indicating the position applied for in the subject line. Closing date for applications is **September 15, 2019**. Only shortlisted candidates will be contacted.