



## **Consultant Opportunity with Vital Strategies Senior Manager, Africa Region, Partnership for Healthy Cities**

**Location of Consultancy:** Remote from Ghana

**Category:** Consultancy

**Duration:** January 2, 2025 to December 31, 2025

**Contract Manager:** Ariella Rojhani and Joseph Ngamije

### **Consultant Role Purpose and Scope of Work**

The Partnership for Healthy Cities initiative is expanding and the Senior Manager for the Africa region is a new consultant role. This role will be responsible for project managing select cities in the Africa region, including managing key stakeholder relationships, facilitating and coordinating technical assistance, providing project management direction, maintaining regular communications, monitoring, and reporting on progress.

### **About Vital Strategies**

Vital Strategies is a global health organization that believes every person should be protected by equitable and effective public health systems. We partner with governments, communities and organizations to reimagine public health, and the result is millions of people living longer, healthier lives. Our team of experts work in 73 countries with offices in New York City, São Paulo, Jinan, Addis Ababa, Paris, New Delhi and Singapore to help strengthen public health systems, protect lives and take on preventable diseases, all across the world.

We partner with governments, communities and organizations to advance public health. Our team of scientists, researchers, communicators and advocates work together with our partners toward cleaner air, healthier food, safer roads, science-led policies, and preventing disease and illness. Our goal is to build a future where health is produced and protected for everyone and by everyone across all facets of our lives, in our families, communities and countries.

### **About the Program**

With most of the global population now living in urban settings, cities and their leaders play a critical role in developing, implementing and enforcing policies to create healthy environments for healthier populations. The Partnership for Healthy Cities (PHC), supported by Bloomberg Philanthropies in partnership with the World Health Organization (WHO) and Vital Strategies, is a global network of 74 cities whose mayors have committed to prevent NCDs—including cancer, diabetes, heart disease and chronic lung disease—and injuries through proven interventions. Learn more about the Partnership for Healthy Cities here:

[www.cities4health.org](http://www.cities4health.org)

## **Scope of Work & Specific Tasks**

As Senior Manager, your responsibilities will include, but are not limited to:

- **Project Management:**
  - Work closely with city government focal points from 8 to 10 cities to support the successful implementation of the cities' chosen NCD or injury prevention intervention;
  - Develop, jointly with city focal points, project goals, budgets, timelines, and milestones;
  - Monitor cities' progress toward milestones and objectives, and compile data and narrative accounts of accomplishments;
  - Identify, surface, and troubleshoot bottlenecks and delays;
- **Technical Assistance:**
  - Coordinate and facilitate technical assistance with other technical team members as needed;
  - Facilitate stakeholder meetings and deliver presentations, as needed;
  - Conceptualize, facilitate, and manage in-person regional workshops, virtual webinars and exchanges, and other network activities;
- **Operations:**
  - Assist with contract development and management of local subgrantees and vendors;
  - Supervise city-based consultants, as necessary;
  - Process information and assistance requests from the program team and the donor;
- **Communications:**
  - Work closely with the Regional Communications Manager and Deputy Director to identify and gather information for potential publicity opportunities;
- Assist with other Vital Strategies initiatives and ad hoc requests as needed.

## **Qualifications:**

### *Education and Degree*

- Minimum Master's degree in public health, public policy, public administration, or a relevant field of study, or equivalent experience/education

### *Skills and Abilities*

- Fluency in English and French is required
- Understanding of public health and related policy interventions, including, but not limited to, non-communicable diseases and injury prevention



- Strong understanding of government structures and policymaking in relevant geographies
- Comprehensive project management skills, with the ability to set priorities, and make sound, informed decisions
- Excellent computer skills; proficient user of Microsoft Office suite (Word, Excel, Outlook, PowerPoint)
- Ability to work with cross-cultural and cross-functional teams on various time zones;
- Strong communication skills with the ability to write concisely in professional business English;
- Strong interpersonal skills, with demonstrated ability to develop and maintain a collaborative relationship with internal and external partners as well as diplomatically to address and resolve conflicts;
- Excellent organizational skills and strong attention to detail
- Ability to produce deliverables within budget and on time in accordance with established workplans
- Ability to travel to lead on-site engagement in participating cities, and facilitate in-person workshops
- Personal qualities of integrity, credibility, and dedication to the mission of Vital Strategies
- Ability to build strong, ongoing, impactful relationships at all organizational levels and across a diverse range of cultural, generational, ethnic, racial, educational, and social backgrounds;
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment

## **Experience:**

### *Required*

- Minimum of 8 years of progressive professional experience in public policy, urban health, or public health
- Experience leading complex programs and/or projects in international public health
- Minimum of 4 years of experience leading full project management life cycle including budget management

### *Preferred*

- Experience working with global teams in multiple time zones
- Experience working remotely
- Prior experience managing public/private partnerships in State or City Government
- Demonstrated representational experience in professional and global settings

## **Working Conditions and Physical Requirements:**

- This is a remote position for a candidate that will work from home;



- The position will be required to travel internationally up to 20% of the time to attend meetings;
- The candidate must be willing and able to work across different time zones.

Vital Strategies is committed to building a diverse, equitable and inclusive (DEI) organization. We believe our programs are strengthened when they are developed and supported by individuals with diverse life experiences, whose understanding of social and cultural issues can help make our work and workforce more inclusive. We welcome applications from people of all backgrounds and do not discriminate on the basis of race, color, religion or creed, gender, national origin, ancestry, actual or perceived age, physical or mental disability, veteran or military status, marital status, sexual orientation, predisposing genetic characteristics, alienage or citizenship status, gender (including gender identity or expression), partnership status, arrest or conviction record, or any other basis protected by local, state, or federal laws.

Read about Diversity, Equity and Inclusion and Vital Strategies:

<https://www.vitalstrategies.org/diversity-equity-and-inclusion-at-vital-strategies>

#### **Instructions for Consultant Applicants:**

1. **Application:** Submit your application through the following form:  
<https://forms.fillout.com/t/4Goi9zwzauus>. *Please note that applications will not be accepted by email.*
2. **Due Date:** Applications must be submitted through the form by December 31, 2024.
3. **Questions:** Consultants shall refer any questions, via email to [phcrecruitment@vitalstrategies.org](mailto:phcrecruitment@vitalstrategies.org)