



Consultant Opportunity with Vital Strategies

Program Officer, Africa Region, Partnership for Healthy Cities

Location of Consultancy: Remote position based in Kigali, Rwanda

Category: Consultancy

Duration: January 2, 2025 to December 31, 2025, with an opportunity for annual extensions

Contract Manager: Ariella Rojhani and Joseph Ngamije

Consultant Role Purpose and Scope of Work

The Partnership for Healthy Cities initiative is expanding and the Program Officer for the Africa region is a new role. This role will be responsible for providing administrative and operational support to the Deputy Director of the Africa region. This position is ideal for candidates with 4-5 years of administrative experience. The Program Officer's administrative support will contribute to the efficient running of initiatives that advance healthier and safer cities in the Africa region.

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



Scope of Work & Specific Tasks

As Program Officer, your responsibilities will include, but are not limited to:

Administrative Support:

- Develop and maintain organizational systems for the program, including accurate filing systems in Box;
- Schedule meetings, prepare and send meeting agendas, take and distribute meeting notes;
- Correspond with external stakeholders and manage and fulfill their requests for information;
- Update and manage contact lists and city information databases;
- Prepare briefing notes, form letters, PowerPoint presentations, and other communication materials as needed;
- Perform data entry and generate reports using Microsoft Word, Excel, Airtable, Docusign CLM, Power BI and other program management software;
- Coordinate document translation services and interpretation services for meetings.

Travel and Event Coordination:

- Assist with end-to-end event planning for in-person and virtual regional events;
 - Develop invitation lists, send invites and track RSVPs;
 - Coordinate venue and vendor sourcing, contracting, and management, including hotels, interpreters, printers, ground transportation providers, communications providers, and more;
 - Coordinate event participant travel, including booking international travel through Vital Strategies' contracted travel agency, preparing per diem requests, researching travel visa requirements;
 - Provide event and logistics updates directly to participants;
 - Prepare and submit timely per diem and expense reimbursement requests on behalf of participants;
 - Assist with managing on-site event logistics and troubleshoot any issues that arise;
 - Administer pre- and post-event surveys and analyze results.
 - Support with developing event budgets, monitor budgets to ensure appropriate usage of grant funds, and perform post-event budget reconciliations;

Operations Support:

- Support the program's contracting processes, including:
 - Coordinate document completion by contract partners;
 - Complete compliance check requests;

- Draft contracts, facilitating internal and external reviews, and signatures according to Vital's contracting processes;
- Track contract set-up status;
- Support with other tasks in the contract development and execution process as needed.
- Track the status of payments, communicate with contract partners about payment processes and status, and troubleshoot any payment issues or questions;
- Assist with reconciling program budget trackers to help maintain accurate actual and projected spending information;
- Track city quarterly programmatic and spending reports;
- Support the program's Human Subjects Research (HSR) compliance processes, including:
 - Coordinate document completion by city partners;
 - Submit documents to internal HSR manager;
 - Track HSR approval status.

Reporting:

- Review reports and submit inquiries to refine and improve reporting;
- Synthesize data for weekly donor reports;
- Assist with programmatic reporting as requested by supervisors.

Other

- Work closely with other Program Associates and Officers throughout the Environmental, Climate, and Urban Health and Public Health Programs Divisions and other administrative/operations colleagues across the organization;
- Other duties as assigned.

Qualifications:

Education and Degree

- Bachelor's degree preferred.

Skills and Abilities

- Fluency in English is required, and French is preferred;
- Understanding of public health and related policy interventions preferred;
- Strong project management skills, with the ability to provide status updates;
- Excellent computer skills; proficient user of Microsoft Office suite (Word, Excel, Outlook, PowerPoint); ability to use data management tools such as DocuSign, Airtable;



- Ability to collaboratively work with cross-cultural and cross-functional internal teams and external partners in various time zones;
- Strong written communication skills with ability to write concisely in professional business English; as well as strong listening skills;
- Excellent organizational and time management skills, strong attention to detail, ability to multitask and follow standard operating procedures;
- Personal qualities of integrity, credibility, and dedication to the mission of Vital Strategies.

Experience:

Required

- Minimum of 4-5 years of administrative work experience

Preferred

- Experience working with global teams in multiple time zones
- Experience working remotely

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 5% 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 January 20, 2025.
3. **Questions:** Consultants shall refer any questions, via email to
phcrecruitment@vitalstrategies.org