Director
COVID-19 US Contact Tracing Acceleration Initiative

Vital Strategies is a US-based international public health organization working in more than 70 countries to address important and challenging health issues. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities.

Resolve to Save Lives is a global health initiative of Vital Strategies that since 2017 has been working closely with governments, the World Health Organization, the World Bank, academic and other partners in a number of countries to strengthen national capacity to prevent, detect and respond to epidemic threats. For more information about our Prevent Epidemics initiative, visit: https://www.resolvetosavelives.org/ and https://preventepidemics.org/

Vital Strategies has formed a COVID-19 Incident Management System to control and mitigate the spread of the novel coronavirus in vulnerable low- and middle-income countries and the United States. A significant area of focus for our work in the US is accelerating and strengthening the technical and operational capacity of local public health departments to carry out impactful contact tracing to reduce the spread of infection and allow for the safe reopening of society as soon as possible.

The Role
We are seeking a Director, Contact Tracing Acceleration Initiative to provide overall leadership for rigorously designed and rapidly executed contact tracing efforts in New York State, New York City and three additional pilot jurisdictions (Suffolk County, NY; Westchester County, NY; and Philadelphia, PA). The Director will be responsible for strategic and thought leadership, partnership and implementation strategy development, program evaluation and learning, staff management, and representation. The Director will report to the COVID-19 Incident Manager.

Main responsibilities:

- Develop and oversee Vital Strategies’ activities in the area of contact tracing
- Serve as lead representative for Vital Strategies with partners and stakeholders, including local, state, and federal government agencies and organizations
- Lead development of relevant technical, programmatic and other communications materials
- Coordinate with technology team in development of digital tools to support contact tracing
- Create relationships with leaders in the field and identify opportunities for collaboration
- Provide ongoing strategic guidance regarding prioritization and implementation of key activities and approaches to overcome barriers
- Identify barriers to and develop practical solutions for rapid progress of key activities
- Oversee monitoring and evaluation plan for the program
Recruit, onboard, manage and support staff
Define and manage program budget and program reporting
Other duties as assigned

Required competencies and qualifications:

- 15 years’ progressive public health experience
- Master’s degree and / or higher in public health or other relevant field (eg, medicine, nursing)
- Experience with planning and implementing large-scale public health programs
- Government experience, strongly preferred
- Team management experience
- Ability to work in a fast-paced environment with multiple stakeholders
- Excellent judgement with the ability to make quick analytical choices
- Ability to work collaboratively

Duration: Six months, with the possibility of renewal. Starting immediately.

Level of Effort: Full-time, fixed term employment.

Location: Remote initially; preferably based in NYC area.

To Apply: Please submit a resume and cover letter including your consulting fee expectations to: opportunities@resolvetosavelives.org. Given the urgent nature of responding to COVID-19, we will review applications as they come in and move quickly to selection, ideally by 15 May. Therefore, we urge applicants to submit their materials as soon as possible. Unfortunately, only shortlisted candidates will be contacted.