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/

With financial support from Bloomberg Philanthropies, 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 Program Officer to provide program and administrative support to our contact tracing strengthening efforts in six pilot jurisdictions in the US. Under the supervision of the Contract Tracing Initiative Director and in collaboration with other key technical staff, the Program Officer will be responsible for coordinating internal and external partners, providing project management and implementation support, maintaining regular communications, developing monitoring systems, and tracking and reporting on program progress.

Main responsibilities:

- Develop, jointly with the technical team, program goals, budgets, timelines, and milestones, to strengthen implementation of a contact tracing capacity building response
- Monitor and evaluate internal and external teams’ progress toward objectives and outcome targets
- Deliver strategic written and verbal communications and regular reports about program strategy, goals, activities and progress to internal and external audiences
- Coordinate technical assistance, planning, and implementation support among Bloomberg and Vital Strategies / Resolve to Save Lives implementation partners
- Liaise, communicate with, and build relationships between internal and external stakeholders to ensure alignment of efforts and progress on implementation goals
• Develop, jointly with grants manager, mechanisms for transfer of funds, and manage direct procurement of goods and services, if / as needed
• Support implementation of monitoring and evaluation activities for donor reporting and impact reports
• Provide general administrative support for the team, including coordination of meetings and follow ups

**Required competencies and qualifications:**

- Master’s degree in public health or a related field, with 4 or more years of relevant work experience
- Outstanding project management skills, ideally in public health programming and/or health systems administration
- Exceptional organizational skills
- Proven analytical skills
- Clear, effective and highly efficient writing skills
- Demonstrated ability to work under pressure and deliver against tight deadlines
- Well-developed interpersonal communication skills for harmonious teamwork
- Experience working in or with the public sector at local or state level
- Flexible, collaborative work style yet capable of working independently
- Excellent computer skills with experience in all Microsoft Office programs
- Ability to thrive in a fast-paced, high pressure environment with multiple stakeholders

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

**Level of Effort:** Full-time

**Location:** Remote; preferably in US EDT time zone.

**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.