Position Title: Global Occupational Health and Safety Officer

Location: New Delhi

Duration: 2 years

Travel: As necessary (up to 30% of time)

About The Union:

The mission of the International Union Against Tuberculosis and Lung Disease (The Union) is to bring innovation, expertise, solutions and support to address health challenges in low- and middle-income populations. Founded in 1920, with its Head Office in Paris, The Union today is both a non-profit institute with five scientific departments and several offices worldwide and a federation of close to 3,000 organisations and individuals who are committed to the same goals. Its scientific departments focus on tuberculosis, HIV, lung health and non-communicable diseases, tobacco control and research; and each engages in research, provides technical assistance and offers training and other capacity-building activities leading to health solutions for the poor. For more details please visit our website www.theunion.org

**Vital Strategies (VS),** based in New York City, is an international public health organization. VS is an independent affiliate of The Union. VS provides expertise in project implementation and management, epidemiology and surveillance, and other core public health capacities on a breadth of global health challenges. VS has two offices in the United States (New York and Washington DC) and once in Tanzania, Arica.

The Position

Vital Strategies and The Union is seeking qualified candidates for the position of Global Occupational Health and Safety Officer. This is a full-time position based in The Union South East Asia Office in New Delhi. The Global Occupational Health and Safety Officer will be responsible for 11 Union offices worldwide and 3 VS offices covering 200 employees and consultants VS and more than 800 employees and consultants for The Union.

Overall Role:

Reporting to the Head Human Resources of Vital Strategies, the Global Occupational Health and Safety Officer will be responsible for the development, implementation and communication of occupational health policies for both organizations.

Main Responsibilities:

- Continually assess and monitor occupational health needs across the organization
  - Conduct job hazard assessments and environmental/situational risk assessments and ensure action is taken to mitigate any health and safety risks to employees in the countries where there are The Union and Vital Strategies offices
  - Conduct risk assessments and ensure action is taken to mitigate any health risks in all the countries where Union and Vital Strategies staff work
• Develop and update global and country office occupational health plans that characterize and address
  o Health risks from field-based work
  o Travel medicine needs
  o Staff exposure to workplace, community and crisis-related health risks

• Establish and manage contracts to support this work
  o May include contracts with individuals and organizations that offer travel medicine industrial
    hygiene, and protocol development services

• Provide expert consultation, support and training for organization managers on all occupational health
  issues
• Develop educational, technical and promotional materials; implement and conduct risk management and
  safety education and training programs for staff
• Analyze federal, state, and local laws, directives, guidelines, and codes related to environmental and
  occupational health control matters and prepare required reports and updates

Qualifications:

• MD, M.B.B.S, Registered Nurse or Occupational Health Nurse
• Associate “Fellow of Industrial Health” qualification will be a bonus
• Minimum of 5 years’ related work experience, preferably with an international focus

Knowledge & Experience
• Principles and techniques of occupational health risk prevention internationally
• Occupational health principles and practice
• Principles and techniques of training
• Policy and protocol development and implementation

Personal Attributes
• Excellent written, oral, and interpersonal communication skills in English.
• Ability to prioritize effectively and execute tasks in a high-pressure environment.
• Extensive experience working in a team-oriented, collaborative environment.
• Experience working with an internationally-based team.
• Willingness to travel internationally

Total Rewards offered:
The annual compensation for this position shall be in line with job bands and respective salary scales of the
organisation. It will also be commensurate with the qualifications, experience and salary history, of the selected
candidate.
Other than Basic, HRA, Conveyance and LTA, our compensation package offers attractive benefits like medical
hospitalisation insurance, personal accident insurance, provident fund, gratuity, telephone reimbursements,
reimbursements of general medical expenses etc.

How to Apply:

Eligible candidates interested in this position are requested to apply to gohso@sams.co.in with a cover letter,
discussing their interest in and suitability for the position, along with an updated resume, giving details of three
references, current cost to organization and expected compensation, by or before 12 April 2017. You must also
submit the Job Application Form (to be filled online at https://goo.gl/forms/hchmlnx4QzdbjBRx1) before the
Please note that applications submitted without the Job Application Form will not be accepted. We shall be grateful if you specifically mention how you learnt about this vacancy in your cover letter.

Please note the incumbent shall be based in New Delhi, India and travel extensively to different Vital Strategies and The Union offices across the world, based on the needs of the job. Indian nationals and/or professionals having permission to work in India shall be at an advantage.

The Union and VS are committed to providing equal employment opportunities without regard to race, color, religion, sex, gender identity, sexual orientation, national or ethnic origin, age, or disability.

Qualified women candidates are encouraged to apply.

Please note that only short-listed candidates will be contacted.