

Head of Grants Program – Tobacco Control New York

The Union:

The International Union Against Tuberculosis and Lung Disease (The Union), headquartered in Paris, France since 1920, has regional and country offices in Africa, Asia Pacific, Europe, Latin America, North America and South-East Asia. The Union provides expertise in project implementation and management, epidemiology and surveillance, and other core public health capacities on a variety of global health challenges. For more information about The Union please visit www.theunion.org and about The Union's Tobacco Control Department please visit www.tobaccofreeunion.org.

Background:

This position will be involved in the tobacco control work of the International Union Against Tuberculosis and Lung Disease (The Union). This program is funded by Bloomberg Philanthropies and is designed to implement best practices of tobacco control policies at the global level. The post holder will be based in New York City, and employed by Vital Strategies, an affiliate of The Union. Applicants must have a valid work permit to work in New York City.

Specific Duties:

- Manage the day-to-day function of the Bloomberg Tobacco Control Grants Program. Coordinate internally with other departments within the Union and externally with Bloomberg Philanthropies and the Campaign for Tobacco-free Kids to ensure the smooth running of the program (50%);
- Liaise between regional and country teams and the Director of the Tobacco Control Department to facilitate communication and timely sharing of information (10%);
- Attend conference calls and meetings with Bloomberg partners on behalf of the Director of Tobacco Control Department when needed (10%);
- Support the Director of Tobacco Control Department at The Union in overseeing projects at non-priority Bloomberg countries (10%);
- Support the Director of Tobacco Control in day-to-day functioning of the Tobacco Control Department (10%).
- Assist the Director of Tobacco Control Department in monthly, quarterly, and annual reporting to Bloomberg Philanthropies (5%);
- Other duties assigned by the Director of Tobacco Control Department at The Union (5%).
- The incumbent will report to the Director of Tobacco Control Department at The Union;

Qualifications and Skill Set:

- Master of Public Health required;
- 5-10 years of managerial experience in the field of public health, prior experience of working in international settings strongly preferred, prior experience in tobacco control a plus;
- Excellent communication skills, both face-to-face and in writing;
- Fluency in written and spoken English, fluency in another foreign language a plus;
- Organized, responsive, attentive to details, and collaborative;
- Up to 25% of travel is required.

How to Apply:

Applicants interested in the vacancy, should send to hr@theunion.org their CV, cover letter, any examples of papers that have been published, such as academic papers, and the contact information of three employers who can provide references. Please indicate in the subject line of the email: 'Vacancy Head of Grants Program – TC'

Application deadline: open until filled.

A competitive compensation as well as comprehensive benefits will be offered based on qualifications and experience.