

Program Coordinator – 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:

- Support the Director of Tobacco Control in strategizing the Enforcement Initiative at the Union's Tobacco Control Department.
- Lead the coordination of the enforcement work by serving as a liaison between the Director of Tobacco Control and country teams in China, Indonesia, India, Pakistan, and other countries.
- Support the enforcement team in implementing the program in the countries mentioned above.
- Liaise with Bloomberg Philanthropies partners including Vital Strategies, Johns Hopkins University, Campaign for Tobacco-free Kids in coordinating the in-country enforcement work.
- Attend conference calls and meetings with Bloomberg partners on behalf of the Director of Tobacco Control Department when needed;
- Assist the Director of Tobacco Control Department in monthly, annual and other reporting to Bloomberg Philanthropies.
- The incumbent will report to the Director of Tobacco Control Department at The Union;
- This position will be based in New York City;
- Other duties as required by the Director of the Tobacco Control Department;
- Competitive compensation commensurate with education and experience will be provided.

Qualifications and Skill Set:

- Master of Public Health required;
- Minimum 10 years' work experience in the field of tobacco control, NCD, or public health, prior experience of working in international settings strongly preferred;
- 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 30% 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 Program Coordinator – TC'

Application deadline: open until filled.

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