



VietHealth is a Vietnamese non-governmental organisation under the Vietnam Union of Science and Technology Associations (VUSTA), working in the field of healthcare and public health with a particular focus on mother-and-child healthcare, HIV/AIDs awareness and prevention, disability prevention and rehabilitation, and primary and preventive healthcare.

VietHealth Mission:

To improve the health of people around Vietnam, especially in economically disadvantaged and ethnic minority communities and amongst vulnerable and high-risk populations, through capacity building, awareness raising, and improved access to basic healthcare services.

All VietHealth programs and services seek to focus on disadvantaged groups and communities, including ethnic minority populations and residents of rural, remote and highland areas. VietHealth aims to improve healthcare from the grassroots level via education and capacity building for both communities and professionals, along with providing sexual and reproductive health information and clinical services directly to vulnerable and high-risk populations.

VietHealth is looking for dedicated candidates to fill the following positions:

- Project Officer
- Project Coordinator
- Programme Manager

Please study the below job descriptions and qualification selection.

Please send your application and CV with other supporting relevant papers to VietHealth Director email at programme@viethealth.org.vn before 18 August 2010.

Only selected short-list will be invited to our interview by September 2010.



JOB DESCRIPTION

TITLE: Project Officer
LOCATION: Hanoi
REPORTS TO: Project Manager
SUPERVISION: N/A

PRIMARY FUNCTION: To provide overall management of VietHealth's program/ projects and Government relations in order to meet management needs and ensure compliance with VietHealth and donor requirements. S/He will be responsible for providing the VietHealth management team with relevant and timely information for decision-making purposes and to support program delivery of the highest quality.

SPECIFIC RESPONSIBILITIES:

1. Highly quality and effective project implementing:

- Assist the Project Director in managing the project to ensure efficient implementation and operation of the project to achieve the set objectives
- Conduct information collection and dissemination and provide support for other advocacy initiatives
- Provide active participation and support other project team when required

2. Finance

- *Budgeting*
 - Monitor expenditures against project budgets and cash forecasts
 - Under Senior Accountant's guidelines, conduct efficient administrative budget and payments accordingly.

3. Team Development:

- Willing to promote a knowledge sharing and learning culture in the office
- Focus on impact and result for the client and responds positively to feedback
- Consistently approach work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Remains calm and in control even under pressure
- Demonstrates openness to change and ability to manage in conflict situation.

Qualifications:

- Bachelor Degree or Equivalent in Public health, development studies, social sciences or related fields
- Experience in public health
- Self-management and good in interpersonal skills
- Excellent computer skills
- Excellent written and spoken English is required.



JOB DESCRIPTION

TITLE: Project Coordinator
LOCATION: Hanoi
REPORTS TO: Director
SUPERVISION: N/A

PRIMARY FUNCTION: To provide overall management of VietHealth's program/ projects and Government relations in order to meet management needs and ensure compliance with VietHealth and donor requirements. S/He will be responsible for providing the VietHealth management team with relevant and timely information for decision-making purposes and to support program implementation of the highest quality.

SPECIFIC RESPONSIBILITIES:

4. High quality and effective project implementation:

- Assist the Project Director in managing the project to ensure efficient implementation and operation of the project to achieve the set objectives
- Implement, manage and monitor all aspects of project implementation in line with the approved activities and objectives
- Conduct information collection and dissemination and provide support for other advocacy initiatives
- Provide active participation in and support other project team when required
- Assist in the policy reviews of efficient and effective implementation.

5. Finance

- *Budgeting*
 - Monitor expenditures against project budgets and cash forecasts
 - Under Senior Accountant's guidelines, conduct efficient administrative budget and payment accordingly.

6. Team Development:

- Willing to promote a knowledge sharing and learning culture in the office
- Focus on impact and result for the client and respond positively to feedback
- Consistently approach work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Remains calm and in control even under pressure
- Demonstrates openness to change and ability to manage in conflict situations.

7. Representation and advocacy:

- Build strong relationships with and foster collaboration governments and authorities
- Negotiate and collaborate with donors, international foundations and corporations on securing funds for VietHealth programs and projects
- Promote a positive and accurate image of VietHealth.

**Qualifications:**

- Bachelor Degree or Equivalent in Public health, development studies, social sciences or related fields
- Minimum of 3 years of relevant work experience in public health and working with NGO
- Self-management
- Strong experience in project implementation
- Strong in interpersonal skills
- Excellent computer skills
- Excellent written and spoken English is required.



JOB DESCRIPTION

TITLE: Programme Manager
LOCATION: Hanoi
REPORTS TO: Director
SUPERVISION: Programme/projects team

PRIMARY FUNCTION: To provide overall management of VietHealth's programme/ projects and Government relations in order to meet management needs and ensure compliance with VietHealth and donor requirements. S/He will be responsible for providing the VietHealth management team with relevant and timely information for decision-making purposes and to support highest quality program implementation. Assist w supervision programme and project team.

SPECIFIC RESPONSIBILITIES:

8. Development and Operational Effectiveness of programme/projects:

- Provide leadership in the development of the strategic vision for VietHealth programming in the project sides
- Provide active participation and support the program/projects team through the development of the overall strategic and management policies within VietHealth
- Assist in the policy development, reviews of operations for efficiency and effectiveness, and participate in overall development of the strategic direction of the program
- Prepare, implement and monitor program and project progress in order to ensure the programs and projects are in line with the approved activities and objectives
- Manage and monitor all aspects of program and project implementation
- Supervise information collection and dissemination and provide support for any other advocacy initiatives.

9. Finance

- *Budgeting*
 - Ensure the proper functioning and implementation of the VietHealth budgeting systems and collaborate with other planning tools
 - Monitor expenditures against budgets and cash forecasts
 - Review efficiency of overall administrative budgets
- *Financial Systems and Reporting*
 - Review the financial reports and ensure accuracy and timeliness in the report submission
 - Oversee ongoing implementation of the financial system and propose adjustments where required.

10. Human Resources:



- Oversee the overall human resource policy for VietHealth and ensure compliance with all necessary local labour laws
- Retention of staff recruitment and HR management
- Recommendations as required to make HR programs strategic and responsive to the needs of the office
- Develop personal development programs and ensure the programs are motivating the VietHealth team and are in line with budgets.

11. Team Management and leadership:

- Promote a knowledge sharing and learning culture in the office
- Provide opportunities for continuous learning, and effective recruitment, orientation and coaching
- Analyze individual and departmental performance and take appropriate actions
- Focus on impact and result for the client and respond positively to feedback
- Consistently approach work with energy and a positive, constructive attitude
- Demonstrate strong oral and written communication skills
- Remains calm, and focused even under pressure
- Demonstrates openness to change and ability to manage complexities.

12. Representation and advocacy:

- Build strong relationships with and foster collaboration governments and authorities
- Negotiate and collaborate with donors, international foundations and corporations on securing funds for VietHealth programme and projects
- Promote a positive and accurate image of VietHealth.

Qualifications:

- Master Degree or Equivalent in Public health, Development Studies, Social Sciences or related fields
- At least 6 years progressive experience in the area of development in Vietnam and working with NGO
- Good knowledge of the Results Management Guide
- Strong management skills, with ability to coach, mentor and develop staff, proven record of building and managing teams and creating an enabling work environment including the ability to effectively lead, develop and evaluate staff
- Demonstrated competence in resource mobilization and fundraising
- Excellent interpersonal skills
- Excellent computer skills
- Excellent written and spoken English is required.