

RECRUITMENT ANNOUNCEMENTS

The General Department of Preventive Medicine (GDPM), the Ministry of Health seeks to recruit a **Project Coordinator** to manage and provide support for the cooperative agreement between the U.S. Centers for Disease Control and Prevention (CDC) and the Ministry of Health for implementation of the Global Health Security Agenda (GHSA).

The Job descriptions and Job Requirements of each position are posted in details at the website of the General Department of Preventive Medicine, Ministry of Health: www.vncdc.gov.vn

Submit applications: Applications in hard copy must be sent to Cabinet Office of General Department of Preventive Medicine in working hours (Room 602); Address: 135 Lane, Nui Truc Street, Ba Dinh District, Ha Noi; Telephone: 04.37367416.

AND send a soft copy through email to the address: ind9@cdc.gov and longvutb@gmail.com. Contact Ms. Thao 0904851008 and Mr. Long 0983090565 if more information is needed.

Closing date for these positions: 15/10/2016. All applications must be received by the closing date to receive consideration

Guidance for Application:

Interested candidates for these positions must submit the following, in either English or Vietnamese or both, or the application will not be considered:

- Cover letter with 3 professional references with contact details. Cover letter should justify candidate capacity against selection criteria.
- Curriculum vitae
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

Note: Applications will not be returned for non-selected candidates

To:

- Website of Hanoi School of Public Health;
- VUFO-NGO Resource Center.

DIRECTOR GENERAL



Trần Đức Phú

TERMS OF REFERENCE

The General Department of Preventive Medicine (GDPM), the Ministry of Health seeks to recruit a **Project Coordinator** to manage and provide support for the cooperative agreement between the U.S. Centers for Disease Control and Prevention (CDC) and the Ministry of Health for implementation of the Global Health Security Agenda (GHSA)

Name of the CoAg: Protecting and Improving Public Health Globally: Building and Strengthening Public Health Impact, Systems, Capacity and Security

Brief description of CDC- GDPM Cooperative Agreement

The Project “Protecting and Improving Public Health Globally: Building and Strengthening Public Health Impact, Systems, Capacity and Security” is a cooperative agreement between the General Department of Preventive Medicine (GDPM) of the Ministry of Health (MOH) and the United State Centers for Disease Control and Prevention (USCDC). The main goal of the project is to strengthen the public health capacity of Vietnam by implementing the Global Health Security Agenda (GHSA) according to the International Health Regulations (IHR) framework.

Name of the CoAg:

Objective of project: The project focuses on following major objectives: 1) Strengthen and establish surveillance systems to early detect diseases and outbreaks, especially infectious emerging diseases, for timely remedial measures; 2) Enhance the ability of rapid response and handling of the outbreak in order to avoid wide spread; and 3) Actively preventing and reducing the risk of disease outbreaks. Specific activities will be developed and implemented to meet these main objectives, at the same time to operate and manage the project following guidance and regulations of the Vietnamese and US governments.

Project duration: The project will be implemented in 5 years (9/2014 - 9/2019) with technical support and 100% non-refundable financial aid from the USCDC

Project site locations: Hanoi. Frequent travels to Project sites for project monitoring and technical assistance will be required

Job description:

Assist the Project Director in planning, managing, coordinating, and monitoring project activities, following the tasks and responsibilities:

Planning:

- Develop and update monthly, quarterly and annual the work plans according to targets of the project proposal basing in coordination with the technical officers and under the direction of the project director.
- Prepare documents and plans including for activities, estimated budgets and implementation progress, for CDC as requested and according to the rules and regulations of the Cooperative Agreement.

Coordination:

- Coordination of project activities as scheduled and planned as agreed between CDC and GDPM
- Provide documents, templates, guidance, and other project support to POCs and other staffs in implementation project activities.
- Provide recommendations to the project manager in dealing with issues as they arise and coordination in achieving goals of progress and quality.
- Integrate recommendations and guidance from the technical working group for the CDC-MOH project
- Coordinate and collaborate on evidence-based best practices and project activities with other partners in Vietnam, including international and Vietnamese partners

Management:

- Assist the manager of project management unit to implement daily management activities. When assigned, represent the Project Manager in key meetings with partners.
- Arrange translation and interpretation for the meetings with international sponsors and organizations; ensure English-language assistance for members of project management committee when needed.
- Main focal point related to management of the cooperative agreement, including reporting, budgeting, financial management, development of proposals and other necessary management tools

Monitoring and evaluation:

- Coordinate with technical officers to monitor the technical provision from professional consultants and sub-contracts;

- Coordinate the collection and analysis of information and data and prepare general plans, and make periodic reports on project activities
- Prepare reports on implementation progress at quarterly and annual intervals ,
- Respond to other M&E related tasks as needed for the Cooperative Agreement

Qualifications i.e. education, working experience, languages and skills:

- a) Master's degree in Public Health (MPH), Management, Administration, Social Work, Sociology, Development Studies or related field is preferred.
- b) Must have at least five years experience in project management, budget and project oversight of large of complex public health projects
- c) Must have thorough knowledge of the principles of management of public health programs and practices. Familiarity with the Vietnamese government system, including with MOH policies and procedures, is required, and other related programs and policies. Knowledge of organization and operational concepts and practices applied by public, private, or non-profit agencies and organizations engaged in health-programs is required
- d) Must have extensive knowledge of and experience with the principles, theories, and practice of USG grant, cooperative agreement and contract regulations and procedures management. Knowledge of project management tools and techniques to plan, schedule, implement, and evaluate complex programmatic and operational projects is also recommended.
- e) Strong coordination, communication and interpersonal skills. Office computer skills in MS Office package and electronic financial management systems
- f) Language requirements - Speaking/Reading/Writing Vietnamese is required; Level 4(Fluent) Speaking/Reading/Writing English is required (this will be tested).

Salary and other benefits: US \$ 1.400 per month

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SUBMIT APPLICATIONS (ALL OF THE ABOVE) TO:

Hard copy to:

Cabinet Office of General Department of Preventive Medicine; Room 602, 135 Lane, Nui Truc Street, Ba Dinh District, Ha Noi.

Soft copy to:

Email address: ind9@cdc.gov (Ms. Thao)

longvutb@gmail.com (Mr. Long)

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