



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.

VietHealth is comprised of a professional team that include national and international personnel, who are dedicated and knowledgeable in a number of different fields. The multi-cultural, dynamic and challenging working environment in our organization is ideal for people who are seeking a start for their successful career. If you are a self-motivated person who is eager to participate in team efforts, work under high pressure, learn from others and face the challenges in working within a busy organisation, then we welcome you to be a part of our team.

We are looking for the right candidates to fill in the following vacancies:

- Project Officers
- Project Manager

Please study the below job descriptions and qualification selection

Please send your application and CV with other supporting relevant papers to VietHealth's HR Department's email at hrviethealth@gmail.com before 22 August 2011.

Only selected short-listed applicants will be contacted.

Any successful selected short-listed applicants will need to undergo an English proficiency test within the first week of September 2011 and an interview within the third week of September 2011.



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. High quality and effective project implementation

- Take part in the implementation of the project (training, meetings, workshop, documentation, etc.) 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
- Monitor the project's activities at the project areas based on the project's M&E framework.
- Provide active participation and support to other project team members when required.

2. Finance

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

3. Report

- Assist the project manager in making the monthly, quarterly and annual reports
- Work closely with the local partners to ensure all the reports are submitted on time and ensure all the information in the report reflect the actual project implementation

4. Team Development

- Willing to promote knowledge sharing and learning culture in the office
- Focus on project impact/results 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 conflict situations.

Qualifications:

- Bachelor Degree or Equivalent in Public health, development studies, social sciences or related fields
- At least 2 years progressive experience in the area of development in Vietnam and working with NGO
- Self-management and good interpersonal skills
- Excellent computer skills
- Good written and spoken English is required.

Annual Budget: US\$4,000 to US\$6,000



JOB DESCRIPTION

TITLE: Project Manager
LOCATION: Hanoi
REPORTS TO: Head of Programme team
SUPERVISION: Project Officer

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.

SPECIFIC RESPONSIBILITIES:

1. Development and Operational Effectiveness of programme

- 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
- Conduct information collection and dissemination and provide support for other advocacy initiatives
- 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
- Provide active participation and support program/project teams when required.

2. 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.

5. 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.

3. Report

- Work closely with the project teams and prepare the monthly, quarterly and annual reports
- Work closely with the program/project teams to ensure all the reports are submitted on time and ensure all the information in the report reflect the actual program implementation.



4. Team Development

- Promote knowledge sharing and learning culture in the office
- Focus on project impact/results 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 complex situations.

5. Representation and advocacy

- Build strong relationships and foster collaboration with governments and authorities
- Collaborate with donors, international foundations and corporations on securing funds for VietHealth programme 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
- At least 5 years progressive experience in the area of development in Vietnam and working with NGO
- Self-management, results-oriented attitude
- Excellent interpersonal skills
- Excellent presentation skills
- Excellent computer skills
- Excellent written and spoken English is a must.

Annual Budget: US\$10,000 to US\$15,000