

## VACANCY ANNOUNCEMENT

Announcement number: KNCV VTN 04/13

Position: Technical Officer for Tuberculosis control  
 Duration of contract: 12 months with possible extension  
 Salary: Competitive  
 Duty station: Hanoi, Vietnam  
 Opening date: 1<sup>st</sup> August 2013  
 Closing date: 25<sup>th</sup> August 2013

KNCV Tuberculosis Foundation is a leading non-governmental organization working in Global Tuberculosis (TB) Control. KNCV Tuberculosis Foundation has been active in TB control for over one hundred years both in the national and international context. As a non-profit organization KNCV Tuberculosis Foundation is active in over 40 countries in Europe, Africa, Latin America and Asia. KNCV Tuberculosis Foundation is dependent on subsidies from Government and other sources, as well as private contributions through fundraising. The headquarters office is located in The Hague, The Netherlands.

In Vietnam, KNCV Tuberculosis Foundation promotes effective, efficient and sustainable tuberculosis control in Vietnam by supporting and building capacity of health system, including national programs and active participation in national and international policy development.

### TB CARE I

The Tuberculosis Coalition for Technical Assistance (TBCTA) has been carrying out the USAID funded TB CARE I project in the globe since 2010, including TB CARE I Project in Vietnam. The Project Management Unit (PMU) in The Hague is responsible for overseeing the preparations and implementation of the various projects with the coalition partners. TB CARE I's PMU is responsible for quality control and technical and financial reporting to USAID and keeps all partners informed about relevant matters. While each coalition partner is responsible for the implementation of the projects assigned to that organization, it is the task of PMU to facilitate the development and approval of the work plans, transfer the necessary funds and monitor progress.

PMU prepares the board meetings, controls and ensures timely implementation and reporting of all activities of TB CARE I in the globe, ensures that USAID rules and regulations are being followed, prepares the Annual Plan of Activities and participates if necessary in country appraisal and monitoring visits.

In Vietnam, TB CARE I has been implementing since 2010 with KNCV Tuberculosis Foundation being the lead implementing partner, beside two coalition partners of World Health Organization and Management Sciences for Health. The Project works closely with National Tuberculosis Control Program of Vietnam and other implementing partners at provincial levels. The office of KNCV Tuberculosis Foundation in Vietnam is at 130 Mai Anh Tuan Street, Dong Da District, Hanoi, Vietnam.

### **Purpose of the position:**

To manage and coordinate the tuberculosis control activities in TB CARE I project in Vietnam.

### **Organizational position:**

The Technical Officer is a member of the technical team and reports to the Country Representative Officer.

### **Main duties:**

- Manage, coordinate, monitor, and supervise project activities for TB control activities in project sites;
- Provide technical support to project sites to implement the interventions in TB control.
- Conduct and participate in the development of and relevant trainings of the related guidelines, manual, training materials, etc...;
- Assure timely submission of required reports; develop reports and technical presentations and notes; and translate reports as needed;
- Coordinate the collaboration between partners to implement project activities;
- Participate in developing project's annual activity and budget plans, and progress reports;
- Liaise with key stakeholders to keep them informed of project progress;
- Assist in developing and implementing Project monitoring and evaluation indicators;
- Participate in related activities of other projects under TB CARE I.
- Perform other duties as requested by the Country Representative Officer.

**Requirement qualifications:**

## Knowledge and skills

- Master's degree in public health or medical degree;
- A minimum of three years' progressive work experience in project implementation or an equivalent combination of education and experience;
- Knowledge of ongoing and emerging issues in relation to overall TB control policies, strategies and development, particular in TB/HIV, TB in children, TB control in prisons, HSS, PMDT;
- Experience in developing and managing projects in coordination with Ministries of Health and international partners;
- Experience in developing policies, strategies;
- Knowledge of TB and/or communicable disease control;
- Demonstrated skills in project planning, implementation, and monitoring;
- Knowledge of health sector strengthening and public and private sectors in Vietnam is an advantage;

## Specific skills

- Good communication skills;
- Ability to multi-task;
- Being innovative and creative;
- Strong analytic capacity;
- Being able to deal with resistance;
- Being self-initiating;
- Being computer- skilled;
- Networking, negotiation and coordination;
- Good verbal and written skills in both Vietnamese and English;
- Being sensitive to cultural differences and understanding the socio-economic, political and ethical issues surrounding TB control;
- Ability to work-proactively and work well in a team;
- Ability to develop and maintain efficient working relationships among staff within KNCV country offices as well as external partners;
- Supervisory experience preferred;
- Strong interpersonal skills with the ability to develop effective working relationships with international, national, provincial, and local partners;
- Ability to support logistical arrangements, including coordination of meetings and trainings and workshops when needed, as well as ability to compile information and write routine and technical reports is required.

## Additional characteristics

- Tasks are performed independently within a set policy framework of responsibilities and assignments;
- This job involves regular travel. The technical officer will frequently travel in-country.

**Application:**

Applicants are requested to submit a cover letter and curriculum vitae with names and contacts of the last three professional references to the Email address: [kncvhr.vtn@gmail.com](mailto:kncvhr.vtn@gmail.com) under subject 'Technical Officer'.

Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.

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We invite you to learn more about KNCV Tuberculosis Foundation and TB CARE I project by accessing our websites [www.kncvtbc.org](http://www.kncvtbc.org) and [www.tbcare1.org](http://www.tbcare1.org)