# **JOB DESCRIPTION**

**Position**: Program Officer or Senior Program Officer

## Work place: Hanoi, Vietnam

The Clinton Health Access Initiative (CHAI) is a trusted advisor to governments worldwide, helping them transform the way they provide health services to their people. In Vietnam, CHAI works with a number of national institutions, especially the Vietnam Authority of HIV/AIDS Control (VAAC), to help the government reach national HIV targets, especially 1) universal Anti-Retroviral Therapy (ART) coverage, and 2) eliminating Mother to Child Transmission of HIV. Established in Vietnam in 2006, CHAI has emphasized a sustainable and integrative approach to health systems strengthening premised on a close partnership with government to build national capacity. CHAI believes that strengthening the government’s capacity to manage and coordinate the national health system is the most effective approach to improving health outcomes in the long-term.

CHAI’s team in Vietnam consists of a dynamic core of 15 in addition to expert resources available at the regional and global levels.

## Main Responsibilities

The Program Officer has a high level of responsibility to help design, implement and monitor programs.

1. Work with care and treatment team to plan and implement all systems-strengthening activities at central and site levels.
   1. Support or facilitate trainings related to HIV/AIDS care and treatment, , PMTCT, TB/HIV co-infection, laboratory related issues, and M&E
   2. Support integration of HIV programs into mainstream health system
   3. Support treatment sites to adhere to national guidelines
   4. Monitor field activities to ensure effective implementation
   5. Support related policy development
   6. Support electronic tools development
2. Ensure all projects adhere to financial guidelines
   1. Assist project partners to develop budget
   2. Assist project partners to monitor expenditures and adhere to budget
3. Communications
   1. May be required to translate/interpret for clinical advisors and other foreign staff as needed
   2. Assist with report-writing as needed
   3. Assist translate official documents as required.

**Skills and Experiences**

**Required:**

# Medical, public health, development, preferably at the Masters degree level.

1. Minimum two years experience in implementing health or development programs
2. Ability and enthusiasm to learn and willingness to contribute to a dynamic team
3. Fluency in Vietnamese and English
4. Excellent interpersonal skills
5. Proven ability to problem solve and think proactively
6. Ability and willingness to travel for extended periods in remote and difficult areas
7. Good computer skills, especially with Microsoft Word, Excel and PowerPoint and in internet-based communications

**Preferred:**

1. Understanding of HIV/AIDS care and treatment
2. Familiar with NGO work in Vietnam

**Salary**: Based on skills and experience.

**Duration:** 12 months and extendable based on performance

A one page cover letter should specify the position sought and highlight why the candidate believes they are the right person for the position. A CV detailing professional experience and relevant qualifications should be provided. Interested candidates should send materials to [vietnam\_office@clintonhealthaccess.org](mailto:vietnam_office@clintonhealthaccess.org). Indicate position sought in the subject line. **Applications will be reviewed as they arrive, but must be received by 10 March 2014.** Only shortlisted candidates will be invited for interview.