



## HARVARD MEDICAL SCHOOL AIDS INITIATIVE IN VIETNAM (HAIVN)



**Title:** Program Manager  
**Location:** Hanoi, Vietnam  
**Start Date:** April 2014

The Harvard Medical School AIDS Initiative in Vietnam (HAIVN) is a collaboration between Harvard Medical School and its affiliated hospitals that seeks to increase the quality and quantity of health professionals working in HIV and related diseases in Vietnam. Through collaborations with the Vietnam Ministry of Health (MOH), Vietnam Administration for AIDS Control (VAAC), and Vietnamese medical universities in clinical training and mentoring, training in educational methods, health system improvement, and implementation research, we seek to build a sustainable high-quality healthcare work force. HAIVN emphasizes country ownership of both program design and implementation, strategic coordination of international donors and development partners, and long-term sustainability

### **Overall Responsibilities:**

HAIVN seeks an experienced physician and public health specialist to serve as Program Manager in our Hanoi office. The Program Manager will work closely with the in-country Medical Director and alongside the technical staff to design, implement, monitor, and evaluate HAIVN projects towards successful implementation and achievement of the project objectives. This is a senior position in the Hanoi office.

### **Specific Responsibilities:**

- Assist the in-country medical director to oversee all project activities managed from the Hanoi office
- Assist with the development of program vision, strategies, work-plans, and monitoring frameworks
- Develop project ideas, proposals and budgets in collaboration with HAIVN technical staff and partners
- Provide monitoring and operational support to project implementation
- Coordinate and communicate with project partners to ensure implementation of activities and achievement of expected deliverables and results
- Assist VAAC and Vietnam MOH to implement HAIVN project activities with particular focus on transition of projects to government ownership and sustainability
- Catalyze new and innovative project ideas and strategic partnerships
- Develop and implement communication strategies to effectively communicate HAIVN's vision, activities, and accomplishments

- Ensure effective communication and coordination with PEPFAR-Vietnam, US CDC, Vietnamese government, and international and local partners.
- Contribute to the preparation of CDC and PEPFAR reports under the supervision of the in-country medical director
- Work closely with the management team and administrative assistant to develop and monitor project budgets and financial reports

**Reporting:** In-country Medical Director

**Qualifications**

- Degree in Medicine and/or Public Health
- At least 5 years of experience in public health implementation
- Prior managerial experience required
- Experience in HIV/AIDS-related issues preferred
- Experience in working on projects with the Vietnam Ministry of Health
- Experience in program planning, budgeting, work plan development, program monitoring and evaluation
- Ability to work collaboratively with all US-based and Vietnam-based project staff, local partners, and donor agencies
- Well-developed written and oral communication skills in both Vietnamese and English
- Excellent administrative and organizational skills

**Please send curriculum vitae and cover letter in English to Ms. Dang Trang Kieu at [kieustrang@haivn.org](mailto:kieustrang@haivn.org) by March 26, 2014**