

**BACKGROUND:**

The Partnership for Health Advancement in Vietnam (HAIVN), a collaboration between Harvard Medical School and its affiliated hospitals, seeks to increase the quality and quantity of health professionals in Vietnam. As a part of HAIVN's growing health systems strengthening (HSS) portfolio, HAIVN is currently engaged in the areas of undergraduate medical education reform, graduate medical education reform, and continuing medical/professional education activities.

HAIVN is currently seeking a **Health Systems Strengthening Officer—Medical Education (Hanoi-based)** who is knowledgeable in the Vietnamese medical education system in order to support, contribute and grow HAIVN's HSS work.

**Description of duties:**

1. Liaising with stakeholders, both domestic (Ministry of Health, Vietnamese universities and institutions), and international (World Health Organization, World Bank, US Centers for Disease Control and Prevention);
2. Formulate methods in order to conduct detailed assessment(s) of the current medical education environment in Vietnam, including site visits and in-person interviews;
3. Collect, analyze and summarize data and information from Government of Vietnam policies, decrees, strategies and circulars relating to medical education, as well as various assessments, and draft documents;
4. Collect, analyze and summarize data and information from other countries and international institutions spanning the entire continuum of medical education, and be able to place them into the Vietnamese context;
5. Work with partners and stakeholders to plan and coordinate workshops and trainings, as needed;
6. Aid in drafting technical documents that serve as guidelines for a comprehensive strategy to reform various aspects of the medical education curriculum in Vietnam;
7. Help develop and track work-plans of various medical education reform projects, communicating with various stakeholders and team members as necessary;
8. Manage resource requirements, progress and implementation over time, and identify areas requiring further technical support;
9. Ensure timely, quality delivery on commitments, project related reports and deliverables;
10. Work directly with the Health Systems Strengthening Technical Advisor and report to HAIVN In-country Director.

**REQUIRED QUALIFICATIONS**

**Education:**

Essential: Medical Doctorate from Vietnamese Institution

Desirable: Master's in Public Health

**Language:**

Excellent written and spoken Vietnamese and English

**Skills:**

- Excellent ability to communicate competently towards all relevant individuals and organizations in a culturally diverse environment.
- Ability to maintain a high standard of personal conduct.

- Ability to take initiative and create opportunities that further the HSS work.
- A strategic thinker and strong team player, with demonstrated ability to deliver under pressure.
- Demonstrated ability to engage with and build consensus among team members, international partners.
- Ability to anticipate needs as they arise.

**Knowledge:**

- Very good knowledge of the Vietnamese medical education environment
- Good knowledge of general Vietnamese health system
- Knowledge of work-plan tracking

**Other Skills (e.g. IT):** Proficiency in standard MS Office software applications.

**Experience:**

A minimum of 5- years of relevant experience

**Please send curriculum vitae, letter of application and one page of Sample Professional Writing document (i.e. Research Paper, Proposal, Scientific Article, Internal Memo) in English to Ms. Thuy Huong at [thuyhuong@haivn.org](mailto:thuyhuong@haivn.org) by June 15, 2014.  
Only short-listed candidates will be contacted for an interview.**