

Program Coordinator

PSI is a leading global health organization using private sector techniques to address a variety of health and social issues in Vietnam including safe water & hygiene, tuberculosis, HIV & AIDS, nutrition, hypertension, viral hepatitis, malaria and demand for rhino horn. PSI provides life-saving products, clinical services and behavior change communications that improve the health and well being of underserved communities, and simultaneously contribute to social issues including environmental conservation. For more information: www.psi.org

PSI currently seeks an motivated & experienced Program Coordinator to work full-time with our dynamic, result-oriented team in Ha noi:

Job Title: PROGRAM COORDINATOR

Report to: Country Director

Job summary: Program Coordinator will work closely with the Director, Product Social Marketing (PSM) and other senior team members to maintain and strengthen partnerships at provincial levels to further PSI's contributions to Vietnam's priority health challenges through social marketing and social franchising. The Program Coordinator contributes to planning, implementation and reporting related to health services franchising and product social marketing activities in multiple project provinces.

Major duties:

- Assist Director, PSM and other program-team members to plan and implement program activities (including provincial partnerships, community outreach, SM/BCC
- trainings, etc.) to ensure development, implementation and documentation of quality, evidence-based social marketing programming.
- Support Director, PSM in liaison with key partners at central and provincial levels including drafting/translating letters and key shared documents. Create and maintain good relationship and effective coordination with provincial health authorities
- Work with procurement team to ensure products and services are procured in full compliance with PSI procurement policies and funders' terms. Act as focal point

in dispatching items and communicating with partners and PSI's-field based regarding PRF, dispatch orders and follow-up.

- Contribute to strategic program design and marketing planning meetings, based on insights from field-based team members, consumers and traders
- Represent PSI Vietnam at provincial/regional levels technical meetings or events as requested/authorized

Selection criteria:

- Masters of Public Health and/or relevant areas
- At least 4 years experience in public health areas; and solid understanding of Vietnam's social, economic and political operating context
- Proven ability to maintain and leverage partnership with implementing partners/donors
- Strong English written and verbal communication skills. Good competency in MS suites.

A competitive remuneration package will be offered to the successful candidate

Interested candidates are requested to submit detailed curriculum vitae (CV) with a letter of interest indicating the position you are applying for as well as copies of relevant certificates/degrees no later than SEPTEMBER 30th, 2015 to HR Department, PSI Vietnam; Address: 11th Floor, VINAFOR Building, 127 Lo Duc, Hai Ba Trung District, Hanoi; or through email:hr@psi.org.vn or fax: (04)3944 6323; Only short-listed candidates will be contacted for interviews. Please do not contact via telephone. Dossier will not be returned.