

Project Director, Global Health Security (GHS), Mekong Program

Please submit a cover letter with your resume in one document describing your interest in this position and how you meet the requirements. Application materials must be submitted in English and applicants must have legal authorization to work in Vietnam to be considered and confirm this in their cover letter. PATH offers a highly dynamic work environment and provides competitive compensation and benefits based on experience. Salary and benefit package are paid in VND.

PATH is an international organization that drives transformative innovation to save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health. Working in Vietnam since the early 1980s, PATH established a permanent office in Hanoi in 1997 and an office in Ho Chi Minh City in 2014.

PATH seeks a **Project Director** to manage and monitor all aspects of a new, 5-year project aimed at building strong national capacity in health information systems, surveillance systems, and workforce development focusing on Field Epidemiology Training Program in Vietnam in order to achieve specific goals in three focus areas of the Global Health Security Agenda, including i) preventing avoidable epidemics; ii) detecting threats early; and iii) responding rapidly and effectively.

The Project Director will work closely with national and regional counterparts, and international agencies working on Global Health Security, to oversee and implement the day-to-day activities of the project.

This position will be based in Hanoi with a dual reporting relationship to the Mekong Program Director and the Seattle based Director of the Global Health Security project. Overall technical oversight will be provided by the Seattle-based Project Director, in coordination with the Mekong Regional Technical Director and Vietnam Program Team Leader. Day to day supervision will be provided by the Mekong Program Director. Specific responsibilities include:

Leadership, Management and Oversight

- Serve as Project Manager for the project, including leading planning, development, implementation, monitoring and evaluation of project activities.

- Taking a lead role in coordinating with the PATH headquarters team working on GHS, the CDC Hanoi office, and local partners to develop the annual work plan and budget.
- Provide technical assistance and oversight to project staff, consultants and partners in Vietnam working on GHS.
- Collaborate with health officials engaged in GHS, related departments of MOH, national and regional institutions, and other levels of the health system for project design, implementation, and monitoring.
- Work with staff and project partners to identify issues and challenges, and develop strategies for effective implementation of work plan activities.
- Ensure delivery of project milestones, including annual work plan, as negotiated with the donor and within budget.
- Serve as a PATH representative to donor, Ministry of Health, collaborating institutions, and other partners in Vietnam.
- Represent PATH on national technical working groups, as appropriate, and maintain contacts with other organizations engaged in GHS activities.
- Communicate and coordinate with PATH's global team working on the multi-country GHS project, and other countries participating in this GHS project, to ensure synergies and experience-sharing within PATH and across countries; serve on project leadership team.
- Oversee the monitoring and evaluation of the project to ensure that evidence is gathered and milestones are met.
- Oversee preparation of required deliverables and reports and coordinate review and submission with headquarters.
- Directly supervise and collaborate with project staff and consultants to ensure that administrative and financial procedures effectively facilitate and support project roll out in a timely manner; sub agreements and sub-contracts are developed and approved in a timely manner; consultant contracts are approved in a timely manner; and, financial management is compliant with donor and PATH regulations and monitor expenditure trends.
- Participate into Senior Management Team at PATH in managing PATH programs in Vietnam.

Required Skills

- Excellent written and spoken English; Vietnamese language skills also highly desired.
- Demonstrated report writing and presentation skills.
- Demonstrated project management and leadership skills.
- Demonstrated leadership qualities at high-management level.
- Proven interpersonal skills and ability to work effectively in a team.
- Willingness and ability to travel within Vietnam up to 30 percent per year.

Required Experience

- Advanced degree in medicine, public health or related field.

- Experience working effectively with government counterparts particularly at national and regional levels.
- At least 15 years of experience working in public health and with health systems.
- A minimum of 5 years program leadership experience.
- Work experience in communicable diseases is required and vaccine preventable diseases would be an asset.
- Experience in disease surveillance and/or epidemiology preferred.
- Strong experience with donor relations, particularly US government.
- Strong experience in working with international partners, international technical experts/consultants.