

# Program Advisor

**Program Advisor, Information Systems Strengthening, Global Health Security Initiative (GHSI), Mekong Program**

**Tracking Code: 7017**

## **Job Description**

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.

**NOTE:** You are required to be a citizen of Vietnam to apply for this position. We WILL NOT respond to your application if you do not meet this requirement.

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 Program Advisor in Vietnam to manage and monitor Information Systems Strengthening Component 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 Program Advisor will work closely with national, regional counterparts to coordinate, facilitate and implement the day-to-day activities of the project.

This position will be based in Hanoi under supervision and direction of the Project Director and technical guidance and support by Mekong Regional Technical Director, Vietnam Program Team Leader and support from technical experts from PATH headquarter. Specific responsibilities include:

- Provide technical advice and support to Project Director in collaborating with health officials of related departments of MOH, national and regional institutions for project design, implementation, and monitoring and evaluation.
- Serve as focal point person for the Information Systems Strengthening Component of the Project, including leading planning, development, implementation, monitoring and

evaluation of Information Systems Strengthening related project activities in collaboration with PATH Headquarter, the CDC Hanoi office, and the project partners.

- Provide technical assistance to the project partners in Vietnam in implementation of Information Systems Strengthening including:
  - Data warehouse
  - Data visualization platform at Emergency Operation Center and Regional Institute communications centers
  - Electronic reporting through Anti-Microbial Resistance sentinel surveillance system to national Medical Services Administration; interoperability with data warehouse and visualization at Emergency Operation Center
  - Electronic reporting through all Serious Acute Respiratory Infection sentinel site to national level; interoperability with data warehouse and visualization at Emergency Operation Center
  - Inter-operability between external laboratory information management system reporting and the data warehouse with visualization at EOC and other relevant units
- Standardize analysis and reports for national and province level on key indicators, maps and alerts
- Identify issues/challenges and develop strategies for effective implementation of related work plan activities.
- Support Project Director in representing PATH on national technical working groups, as appropriate, and maintain contacts with other organizations engaged in GHS activities.
- Close coordination with PATH's Global team working on GHS and other countries participated in this GHSI to ensure synergies and experience sharing within PATH and across Project's countries.
- Taking lead in the monitoring and evaluation of the Information Systems Strengthening Component to ensure that evidence is gathered and milestones are met.
- Contribute to the preparation of related parts of required reports to PATH Headquarters and donor.
- Develop and implement the project M&E plan, development of indicators and data collection schedule.
- Develop or adapt data collection tools to track and follow-up on project indicators and results.
- Collect, manage and analyze monitoring data.
- Supervise data quality assurance activities.
- Contribute to evaluation design and management including formative evaluation.
- Collaborate with HQ M&E team to ensure PATH standards for M&E are used.

### **Required Skills**

- Strong problem-solving, critical thinking, and analytical skills.
- Strong project management skills.
- Able to participate in and contribute to a highly collaborative work environment consisting of both technical and subject matter experts.

- Strong communication skills, both written and spoken Vietnamese and English at a leadership team level.
- Demonstrated report writing and presentation skills.
- Proven interpersonal skills and ability to work effectively in a team.
- Strong conceptual and analytic skills.
- Proven ability to manage data collection and management of datasets.
- Understanding of basic concepts in analyzing and interpreting qualitative and quantitative data.
- Willingness and ability to travel within Vietnam up to 30 percent per year.
- Good understanding of the Vietnamese eHealth or eGovernance landscape preferred.
- Working knowledge of enterprise architecture, data exchange standards and systems interoperability approaches preferred.

### **Required Experience**

- Advanced degree in medicine, public health, information technologies, information systems or related field.
- At least 5-10 years of relevant experience in related field.
- Demonstrated experience designing, implementing and/or supporting health information systems.
- Proven experience with monitoring & evaluation design, systems set up, indicator creation and reporting.
- Experience working effectively with government counterparts particularly at national and regional levels.
- Demonstrated experience coordinating diverse stakeholders to successfully design and deliver an information systems project.
- Demonstrated experience with creation of functional requirements, prototyping solutions, driving gap analysis sessions, prioritizing scope to build short and long term roadmaps for complex health information systems at scale a plus.
- At least 2-3 years of demonstrated experience in systems analysis, enterprise architecture, and/or requirements development for national information systems a plus.
- Work experience in communicable diseases, particularly, vaccine preventable diseases would be an asset.
- Experience leading Monitoring & Evaluation aspects of programs, collecting monitoring data, analyzing and reporting data.