



HEALTHBRIDGE CANADA IN VIETNAM

Project Assistant

HealthBridge is an international, non-profit, non-governmental organization that works to improve health and health equity among vulnerable populations through research, policy and action. HealthBridge has been operating in Vietnam since 1993 in the areas of Reproductive Health, Nutrition, Tobacco Control, HIV prevention, Gender, Livable Cities, Prevention of Non-Communication Diseases, and Alcohol Control.

HealthBridge, Vietnam office is currently looking for a qualified Vietnamese National to fill the position of Project Assistant (PA) for its 4.5 year project aiming to improve maternal, newborn and child health (MNCH project) through strengthening health systems and improving nutrition in Vietnam. The initiative will work in collaboration with the Ministry of Health (MOH) at all levels, strengthening the existing health system to increase utilization of existing health services across the continuum of care from pregnancy to age two, including nutrition. The project will focus on strengthening the skills and capacities of health workers in the public system through training, mentoring, ensuring supplies are available and the use of m-Health technologies for improved training and health counselling. The project will also support health education to promote care-seeking and reduce gender-related barriers. Advocacy and networking with national MOH officials will also aim to improve resource-allocation to poor and remote areas.

Overall responsibility:

The Project Assistant (PA) will be based in Hanoi but will require frequent travel to the field (minimum 40% time). The PA will work as part of the project team in collaboration with partners from a local NGO and the MOH at national, provincial, district and commune levels to plan, implement and supervise all project activities. In general, the PA will assist the Senior Project Manager (PM) and Project Officer (PO) as well as other team members in project implementation, monitoring, administrative and financial issues. The PA will work under guidance of and report to the Senior Project Manager.

The position is full time, tentatively starting in January 2015.

Specific responsibilities:

- Assist in updating project documents and filing project data.
- Arrange and prepare logistics for events, meetings, workshops, and field work.
- Assist in interpretation and translation in the field if required.
- Assist in monitoring field activities at different levels, especially in logistical issues.
- Assist with monitoring project budgets and auditing project expenses.

Qualifications:

- Bachelor of public health or a relevant field.
- 4 years directly related experience working in public health. Experience in supporting RH/nutrition projects is an asset.
- Effective interpersonal skills
- Skilled in reading, writing, and speaking English; excellent Vietnamese language skills.
- Ability to work effectively in a team.
- Excellent computer skills (Microsoft Word, Excel and Powerpoint).
- Good negotiation skills.
- Experience assisting with project budgets and auditing project expenses.

Interested candidates should send a cover letter, detailing applicable experience and skills, and a CV to:

Pham Thi Thu Ha

Senior Administrator

HealthBridge Canada, Vietnam Office

Suite 202&203, E4 Building, Diplomatic Compound,
No.6 Dang Van Ngu Str., Dong Da Dist., Hanoi, Vietnam
Email: ptha@healthbridge.org.vn

Other supporting documents are not required until the final round of interview. Please include the position of interest in the subject line email following this format: Application - Name of position – Your full name.

Closing Date: December 15, 2015

Only short -listed applicants will be contacted for interviews.