

## HEALTHBRIDGE CANADA IN VIETNAM

### **Project Officer**

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 Officer (PO) 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 Officer (PO) will be based in Hanoi but will require frequent travel to the field (minimum 40% time). The PO 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. The PO will work under guidance of and report to the Senior Project Manager. In addition, to support the long term viability of our program in Gender, Reproductive, Maternal, Newborn and Child Health, and Nutrition, the Project Officer will contribute to the development and growth of the organization, new projects, activities and partnerships.

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

#### **Specific responsibilities:**

- Under the direction of the Senior Project Manager, develop annual work plans and implement project activities in close collaboration with implementing partners.
- Lead nutrition component including developing research tools, training materials, facilitating training and providing technical support to project partners and implementers at all levels.
- Coordinate training for health workers at different levels, working closely with consultants and relevant partners.
- Provide input on the development of training materials and presentations at meetings and conferences, and publications.
- Cooperate with implementation partners to implement field activities.

- Develop regular project updates and progress reports to be finalized by the SPM.
- Assist the Senior Project Manager in reviewing partners' periodic reports on implementation and finance, compiling and synthesizing into one cohesive report in accordance with donor requirements.
- Provide input on tracking project activities to ensure that they are in keeping with the workplan and budget including clinical training, nutrition and supervision.

**Qualifications:**

**Essential:**

- Bachelor's degree in public health/nutrition with at least 5 years working experience
- Experience in designing and implementing nutrition interventions, particularly for maternal, newborn and child health.
- At least 5 year experience in training /workshop facilitation and supportive supervision.
- Good understanding of government health system in Vietnam.
- Strong spoken and written English and Vietnamese language skills.
- Ability to work effectively in a team.
- Proficient in Microsoft Office, Excel, and PowerPoint, and experience using data analysis software (e.g. SPSS, SAS, etc.).

**Desirable:**

- Master's degree in public health or nutrition.
- Experience working with minority population groups.
- Basic research skills including design and analysis.
- Knowledge and experience using mHealth in health and/or nutrition interventions.
- Experience designing and implementing maternal, newborn, and child health/reproductive health interventions.

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](mailto: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.