

## **TERMS OF REFERENCE**

<b>Position and title of post:</b>	Project Secretary
<b>Organization and Unit:</b>	Project “Strengthening Capacity for the Implementation of One Health in Vietnam” (SCOH) - Secretariat of the Partnership on Avian and Human Influenza (PAHI), Ministry of Agriculture and Rural Development
<b>Duty station:</b>	Hanoi, Vietnam
<b>Duration:</b>	December 2015 to end of June 2016

The project “Strengthening Capacity for the Implementation of One Health in Vietnam” (SCOH) was funded by United States Agency for International Development (USAID) via United Nations Development Programme (UNDP). Project implemented in partnership with Ministry of Agriculture and Rural Development (MARD) and Ministry of Health (MOH) will contribute to the reduction of the threats to public health from avian and pandemic influenza (API) and other emerging infectious diseases (EIDs) through the application of a One Health approach in Viet Nam. The objectives of the project are the establishment and sustainable operation of a revised and improved coordination structure on API and EIDs, and the reinforcement of national policy dialogue and knowledge sharing mechanism on the implementation of the One Health approach in Viet Nam as well as in regional and international networks.

### **ROLE OF Project Secretary**

Key roles of the Project Secretary are to provide assistance to Director and Manager of the project on facilitation effective coordination, linkages and collaboration between national and international partners and programmes on API/EIDs within the framework of AIPED 2011-2015 and assistance to the organization of OH Task Force meetings, thematic working groups, conferences, workshops and meetings on specific thematic areas or issues; Prepare minutes and consolidation of outputs and recommendations from these meetings; Support Knowledge Management Officer on communication and information sharing and dissemination.

### **DUTIES AND RESPONSIBILITIES**

1. Provide with administrative support for PAHI Secretariat and maintain effective filing system.
2. Assist with the logistics for organization of meetings, printing documents and invitations and agenda
3. Secure participation of members at OH Task Force meetings, policy forums and related events
4. Prepare and share necessary information on the project website, newsletter and other publications, and timely circulation of updates, programme documents, reports, research studies, meeting minutes and information about conferences, workshops and meetings relevant to the project.
5. Assist the Project Manager to work closely with OH Task Force members and stakeholders, and promote harmonization of planned donor missions on API/EIDs and One Health to Viet Nam.
6. Assist with facilitation of the activities of Thematic Working Groups in support of One Health application in Viet Nam
7. Maintain relations with other partnership groups within MARD and MoH.
8. Support to the effective monitoring of One Health activities, resources and achievements
9. Support to the maintenance of the overall Matrix of Donor Programmes and Financing for API/EIDs with a OH focus in Viet Nam
10. Maintain working relations with One Health Communication Network with updates and information sharing on events and meetings
11. Work closely with Knowledge Management Officer on communication and information sharing and dissemination ,
12. Be primarily in charge of office personnel, management of contracts, payrolls, leave requests, travel plans, etc.
13. Provide administrative arrangements and logistics for international meetings, workshops and other events of the Partnership,
14. Assist with office procurements and maintenance of office stationery and equipment.
15. Provide assistance to GoV officials and PAHI staff on international and domestic travels as requested.
16. Provide preparations and arrangements of working schedules, meetings, document photocopying; reception, facilitation and supports to office visitors.
17. Translate documents and interpret in meetings, workshops, etc. as required by the Secretariat manager.
18. Undertake other related tasks as assigned by the Director, Vice-Director and Manager of the Secretariat, and the international advisor.

## **WORKING RELATIONSHIP AND REPORTING LINES**

**Project Secretary** will report to and work under the direct supervision of the Secretariat Manager of the PAHI Secretariat.

S/he will also work closely with Project staff and focal point of ICD (MARD). S/he will also work closely with UNDP and One Health Taskforce

## **QUALIFICATIONS AND EXPERIENCE**

- University degree in development, economics, finance, administration, social science or related disciplines.
- Fluent written and spoken English and Vietnamese.
- At least 2 working years experience Official Development Assistance (ODA) projects and related activities.
- Be able to use communication equipment (telephone, fax, email, internet and other necessary softwares).
- Experience as secretary and clerical work.
- Experience in working with government agencies and international development programme is preferred.
- Ensure work effectiveness, quality and time pressure.
- Independent working skill and team working required.