

# **Program Coordinator**

Centre for Community Health Research and Support (CCHS Centre) is a non-profit organization established in Jan 2005 under the Viet Nam Union of Science and Technology Associations (VUSTA).

CCHS strives for a society where every individual in the communities will be able to focus and cooperate their efforts to promote community health with self-conscious and self-determined manners.

We are working for communities, especially those in remote areas are supported to improve their capacity to manage their own health promotion and livelihood improvement programs. CCHS Centre helps the vulnerable groups to improve their health status and to lead a better livelihood by conducting research, providing service and building capacity.

CCHS Centre is looking for qualified candidates to fill the Program Coordinator position.

## **1. Position information**

- Position title - Program Coordinator, full time.
- Reporting to – Director
- Contract - Two year contract with high potential for extension.
- Work station - Based in Saigon and travel to Hau Giang province (if needed)

## **2. Major duties**

- Program Coordinator will work closely with and assist the Director to
- Liaise and maintain communication with donors and NGO communities
- Develop new project documents
- Prepare project reports for donors
- Support project officers in implementing and monitoring project activities.

## **3. Selection criteria**

- Excellence in speaking and writing English and Vietnamese (most important).
- Ability to work effectively as a team member and with minimal supervision.
- Experience in community activities or project development.

## **4. Application**

Interested persons should send a full English CV, application letter with salary expectation no later than 18 March 2016 to email: [admin@cchs-vn.org](mailto:admin@cchs-vn.org)

Only short-listed candidates will be contacted for interview. Please no telephone contact after submitting the application.