

The Partnership for Health Advancement in Vietnam (HAIVN), a collaboration between Harvard Medical School (HMS), Beth Israel Deaconess Medical Center (BIDMC), and Brigham and Women's Hospital (BWH), seeks to develop capacity for high quality medical education, medical research and healthcare quality in Vietnam. HAIVN has been working to improve the health systems in Vietnam since 2003.

HAIVN, through support from USAID, will implement the project "Improving Access Curriculum and Teaching in Medical education and Emerging Diseases Alliance (IMPACT MED Alliance)." The IMPACT MED Alliance is an alliance of university, public and private sector partners with a diverse set of expertise and resources. The IMPACT MED Alliance has a goal to enhance the health workforce to address current and future health challenges by building institutional capacity for medical teaching, learning and innovation, improving knowledge and capacity to respond to emerging pandemic threats, building capacity for leadership, innovation and sustainable change, and increasing diversity and reducing disparities in medical education.

HAIVN is seeking a Project Officer, based in Hanoi or Ho Chi Minh City, to work with private sector partners in coordinating activities focused on leadership and change management, diversity & inclusion, and programs for disadvantaged students at medical universities.

#### Description of duties:

- Collaborate with IMPACT MED Alliance private sector partners and HAIVN consultants to serve as the point of contact between private sector partners, HAIVN, and medical universities in Vietnam.
- Coordinate the development of a baseline assessments on the current state of leadership, change management, and diversity and inclusion existing at medical universities in Vietnam
- Work with private sector partners and HAIVN consultants to assist in the adaptation of training curricula and materials to match the needs and context of medical universities in Vietnam
- Provide technical assistance toward the development and implementation of policies geared toward improving diversity and inclusion among medical universities in Vietnam.
- Provide technical support to medical universities in Vietnam to develop and implement a program to improve outcomes of disadvantaged students at medical universities in Vietnam
- Develop and track project work plans, contribute to the writing of project reports, technical briefs, success stories, and other communication
- Translate documents and other materials from English to Vietnamese and vice versa
- Provide English-Vietnamese interpretation in communication with partners and as needed

### Required Experience

- Advanced degree (e.g. masters or doctorate) in business, public health, social science or related fields
- Experiencing working in human resource development for international organization(s) is desirable
- Experience in leadership development, change management, and work-place diversity promotion is desirable
- Experience in working with Vietnam government agencies and/or the education sector
- Experience working with international donor funded projects

### Required Skills

- Ability to write technical documents such as training curricula, operating procedures, and technical briefs.
- Able to work effectively in a complex international environment involving multiple stakeholders
- Passionate about improving the health system in Vietnam
- Excellent interpersonal/presentation skills
- Well-organized and able to handle multiple tasks and changing priorities
- Competence in Microsoft Word, Excel, and PowerPoint
- Fluency in Vietnamese and English including reading, speaking and writing.

Job Location: Hanoi or Ho Chi Minh city with regular travel to provinces

Position Type: Full-Time/Regular

To apply for this position, please send cover letter, curriculum vitae, and writing sample to Ms. Dam Thuy Huong at [thuyhuong@haivn.org](mailto:thuyhuong@haivn.org) by June 12, 2016.

Only short-listed candidates will be contacted for an interview.