

Program Coordinator

PSI is a leading global health organization using private sector techniques to address a variety of health and social issues in Vietnam including malaria elimination, rural sanitation, nutrition, tuberculosis, HIV & AIDS, hypertension, viral hepatitis, and reproductive health. PSI provides life-saving health products, services and behavior change communications that improve the health and well being of underserved communities, and to creatively address related social and environmental issues. For more information: www.psi.org

PSI currently seeks a talented and motivated Program Coordinator to work full-time with our dynamic, results-oriented team in Hanoi:

Job Title: PROGRAM COORDINATOR

Report to: Country Director

Job summary:

The Program Coordinator works closely with the Country Director (CD) and other PSI Vietnam team members to manage key programs designed to improve reproductive, maternal and child health. S/he is primarily responsible for developing positive provincial partner relationships in support of PSI's private sector approaches and for managing sub-awards with local partners in compliance with award terms and sub-award management best practices. The Program Coordinator plays a critical knowledge management role within PSI Vietnam—by connecting Vietnam partners and global best practices, and by documenting PSI results and lessons in the form of high quality English reports, creative ppt presentations, etc. PSI is looking for an individual who is a talented planner, English communicator (in writing and verbally), and partner relationship builder.

Major duties:

- Develop, manage and monitor project workplans and related sub-awards with provincial partners to facilitate PSI contributions to key health challenges including dengue, malaria and reproductive health. Regularly document, participate at inter-departmental review sessions of progress against key program-related project deliverables, to facilitate internal and external discussions regarding how best to increase measurable health outcomes and meet contract deliverables.
- Prepare and participate in quarterly partner review meetings to ensure subaward implementation remains in line with project priorities and PSI policies.
- Monitor field implementation of activities implemented through partners to collect data as well as qualitative stories to inform reports, lessons and revisions to program activities and plans.
- Liaise with PSI regional and global teams to ensure local implementation meets global standards, including regular participation in teleconferences, online forums, etc.
- Develop high quality reports describing project results, challenges, lessons and beneficiary stories.

- Collaborate with other PSI teams (Research, Product Social Marketing, BCC, Health Services) to ensure that health programs are designed with local evidence and implemented in line with rural project deliverables as well as international best practices related to social marketing and health priorities.
- Contribute to high quality and creative proposals to expand PSI contributions to national unmet health needs.

Selection criteria:

- Bachelor or Masters of Public Health or Business.
- Excellent English verbal and written communication skills.
- Solution-oriented attitude & results-driven work style.
- Experience designing/managing reproductive or maternal/child health programs an added advantage.
- Experience managing positive provincial partner relationships an added advantage.

A competitive remuneration package will be offered to the successful candidate

Interested candidates are requested to submit detailed curriculum vitae (CV) with a letter of interest indicating the position you are applying for as well as copies of relevant certificates/degrees no later than 25 June 2016 to HR Department, PSI Vietnam; Address: 11 th floor, VINAFOR Building, 127 Lo Duc, Hai Ba Trung, Hanoi; or through email: hr@psi.org.vn or fax: (04) 3944 6323; Please do not contact via telephone. Dossier will not be returned.