

# Country Representative

## **Who are we?**

Eye Care Foundation (ECF) is a Dutch non-profit, non-governmental organization working towards sustainable eye care programs in consultation with local partner organizations. ECF's objective is to contribute to the prevention and treatment of curable blindness and visual impairment. ECF currently works in 5 countries and is based in Amsterdam.

ECF is seeking a suitable Vietnamese candidate with proven experience in the (eye) health care and/or NGO sector to fill the position of Country Representative based at its field office in Ho Chi Minh City

## **What will you do?**

### **Key Responsibilities:**

- The Country Representative is the face of ECF in Vietnam. You maintain a relevant network and identify new possibilities for our programs, but also look for potential donors while ensuring the ECF's vision and mission;
- You will be in charge of the management of the field office and the day to day operations of the ECF eye care program including coordination with the key stakeholders, NGOs, Provincial Health Departments and Ministry of Health;
- You will be responsible for the project portfolio and local fundraising.

### **Strategic and planning duties:**

- Co-designing with HO country policy, project proposals, work plans and budgets;
- Develop local fundraising plan.

### **Programme directing and technical support:**

- Support the development and implementation of a National Vision 2020 Blindness Prevention Strategic plan and Provincial Blindness plans in Vietnam;
- Actively contribute to collaboration and advocacy initiatives of the Eye Care Working Group or other stakeholders to contribute to the integration of eye care into the National Health System;

- Provide technical assistance to achieve the objective of the ECF eye care program in Vietnam;
- Liaise with provincial health authorities and project partners and attend meetings to ensure continued communication and coordination;
- Provide or arrange technical support for operational research (like synthesize of best practices, lessons learned) in order to ensure sustainable impact of the project intervention;
- Attend government/ donor/eye care working group meetings and conferences to participate and present when appropriate;

**Programme implementation and supervision:**

- Supervise the implementation of the ECF eye care program in Vietnam and monitor the progress;
- Supervise the bookkeeping for the local office and projects' financial administration
- Coordinate the submission of monthly financial reports for the ECF-VNN office
- Coordinate the submission of quarterly and semi-annual (financial and narrative) project reports for internal, government and donor purposes;
- Submit a monthly narrative report on ECF Vietnam activities to the Programme manager
- Conduct field visits to visit potential and current cooperation partners, trainings and other key contacts in the field of eye care;
- Coordinate fundraising initiatives in line with the fundraising plan.

**Other duties:**

- Maintain an electronic and hard copy documentation centre consisting of key project documents;
- Coordinate ECF missions to Vietnam and liaise with ECF Dutch staff on technical program issues;
- Give guidance to and supervise staff in the local ECF office
- Perform any other tasks requested of you by ECF Directors or the Project Manager Netherlands that are appropriate to your role and duties.

**In General:**

- Ensure a teamwork approach at all times;
- Be polite and friendly in all dealings with staff, visitors and guests of ECF;
- Be dressed appropriately to carry out your duties at all times;
- Comply with the terms and requirements for staff as written in the 'ECF Staff Policy and Practice Manual',
- Attend meetings convened by management and other agencies, as appropriate;

**Who are we looking for?****Competencies (knowledge, skills, abilities)**

- Knowledge of Health Care system and policy in Vietnam in general (Eye care health system would be an asset)
- Understanding of project cycle management, methodology and tools
- Experience in lobby and advocacy activities, working with senior and high ranking members of national and international government and (international) organizations;
- Critical and strategic thinking, process-oriented reasoning and planning
- Ability to communicate (orally and in writing) in the English language including ability to write policy documents.
- Organizational skills, analytical and problem solving skills
- Networking and client relations skills
- Pragmatic, transparent and reliable
- Ability to work in a small team
- Fundraising skills and/or experience would an asset

**Required qualifications:**

- Master degree, preferably in Public Health
- At least 5 years of work experience in a similar position

**Notes:**

- Type of Contract: Full-time 1 contract with possibility of extension. Starting as soon as possible
- Appropriate remuneration depending on age and experience

Closing date: August 21, 2016.

Please send (1) Application letter and (2) CV in English to:

- Ms Ha Khanh An – Project Officer
- Email: [anha.ecf.vn@gmail.com](mailto:anha.ecf.vn@gmail.com).
- Cellphone: +84 977 435 606

For more information about this vacancy contact: Ms An Ha Khanh or Mr. Mark Dagers at [mdaggers.ecf.vn@gmail.com](mailto:mdaggers.ecf.vn@gmail.com)