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## The Partnership for Health Advancement in Vietnam (HAIVN) Project Officer

### **Background:**

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, research and healthcare quality in Vietnam. HAIVN has been working to improve the health system in Vietnam since 2003.

HAIVN, through a USAID funded project, Improving Access, Curriculum and Teaching in Medical education and Emerging Diseases (IMPACT MED) Alliance, is currently supporting Hue University of Medicine and Pharmacy (UMP) to comprehensively reform their six-year undergraduate medical education curriculum. This position will be based in Hue, Vietnam at the UMP campus.

HAIVN is currently seeking a Project Officer who is knowledgeable and experienced in project coordination and management and has excellent knowledge of the Vietnamese medical education system in order to support and contribute to the medical education reform process at Hue UMP.

**Job Location:** This position will be based in Hue, Vietnam

### **Overall Responsibilities**

The Project Officer will support HAIVN's Project Manager in implementing the project's activities. The Project Officer will be responsible for providing technical support to Hue UMP and for providing coordination between HAIVN, Harvard Medical School (HMS) experts and IMPACT MED private sector partners, and medical universities to reform and improve medical education in Vietnam.

### **Specific Responsibilities**

1. Assist HAIVN leadership team and HMS Medical Education experts to provide technical support to the leadership of HAIVN's partner medical universities in curriculum reform, through:
  - a. Coordination and facilitation of technical support and project activities
  - b. Assistance with preparation of faculty development teaching materials
  - c. Participation in meetings, workshops, and training activities
  - d. Translation and interpretation as needed
2. Serve as the point of contact and liaison between Hue UMP and HAIVN, through
  - a. Facilitating communication between Hue UMP leadership and HAIVN staff located in Hanoi, HCMC and Boston
  - b. Providing regular updates on project activities to HAIVN leadership and technical staff.
  - c. Initiating regular meetings between HAIVN and Hue UMP for the purpose of planning and implementing project activities

3. Plan and coordinate implementation of project activities, through
  - a. Development and tracking of project work-plans and budgets
  - b. Assisting HAIVN M&E team with monitoring and evaluation of the project
  - c. Assist HAIVN Finance team to manage partner subawards including tracking and documentation of expenses
  - d. Identification of project bottle-necks and barriers and development of potential solutions
  - e. Ensuring timely, quality delivery on commitments, project related reports and deliverables

### **Required Qualifications**

#### Required Experience

- Medical Doctorate from Vietnamese institution
- At least 5-years relevant experience in project management and coordination
- Master's Degree in Public Health and/or Clinical Science is desired

#### Required Knowledge and Skills

- Knowledge of the Vietnamese medical education environment and Vietnamese health system
- Excellent written and spoken Vietnamese and English
- Proficiency in standard MS Office software applications
- Able to work effectively in a complex international environment
- Passionate about improving the medical education system in Vietnam
- Excellent interpersonal, presentation, and communication skills
- Well-organized and able to handle multiple tasks and changing priorities
- A strong team player, with demonstrated ability to engage with and build consensus among team members

### **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 December 9, 2016.

Only short-listed candidates will be contacted for an interview