

Senior Project Manager

Job Announcement

HealthBridge (HB) is an international, non-profit, non-governmental organization that aims to improve health and health equity among vulnerable populations through research, policy, and action.

HealthBridge has been operating in Vietnam since 1993 in the areas of Reproductive Health, Nutrition, Tobacco Control, HIV prevention, Gender, Livable City, Prevention of Non-Communication Diseases, and Alcohol Control.

HealthBridge, Vietnam office is currently looking for qualified Vietnamese Nationals to fill the position of Senior Project Manager (SPM) for its 4 year project aiming to improve maternal, newborn and child health (MNCH project) through strengthening health systems and improving nutrition in rural and remote areas of Vietnam. The initiative will work in collaboration with the Ministry of Health (MOH) at all levels, strengthening the existing health system to increase utilization of existing health services across the continuum of care from pregnancy to age two, including nutrition. The project will focus on strengthening the skills and capacities of health workers in the public system through training, mentoring, ensuring supplies are available, and the use of m-Health technologies for improved training and health counselling. The project will also support health education to promote care-seeking and reduce gender-related barriers. Advocacy and networking with national MOH officials will also aim to improve resource-allocation to poor and remote areas. The project just started its second year of implementation.

Senior Project Manager (SPM)

Overall responsibility:

The Senior Project Manager (SPM) will lead a team in collaborating with a local NGO to implement the MNCH project and will have overall responsibility for managing the project. The position will be based in Hanoi but will require frequent travel to the field (minimum 30% time). The SPM will work closely with partners from a local NGO and the MOH at national, provincial, district and commune levels, coordinating all project activities. The SPM will work under the guidance of and report to HealthBridge's Project Team Leader in Ottawa and the Country Director in Vietnam. In addition, for the long term viability of our program in Gender, Reproductive, Maternal, Newborn and Child Health, and Nutrition, the Senior Project Manager will contribute to the development and growth of the organization, its strategic plan, new projects, activities and partnerships.

The position is full time, starting ASAP

Specific responsibilities:

1. Project management:

- Take overall responsibility for project planning and implementation, including budget and activity management, to ensure the project is implemented in keeping with objectives and timelines.
- Coordinate activities of the project team.
- Provide leadership and technical support to facilitate team coordination and collaboration with partners to effectively implement the project.
- Work with various levels of Government Agencies, professional and relevant organizations to foster and ensure their support for and involvement in the project.
- Liaise with HB Headquarters and partners/ consultants involved in the project.
- Responsible for overseeing work of local partners involved in the project and collecting and reviewing all required project and financial information.
- Responsible for obtaining in-country research approvals, including leading the development and submission of the research ethics application.
- Monitor and provide regular updates to HB Headquarters on the project's progress and identify and address challenges as they arise during the project's implementation.
- Prepare all technical/narrative and financial reports and submit to HB Headquarters, as per the reporting schedule.
- Supervise the work of all project staff and consultants.

2. Reproductive, Maternal, Newborn and Child Health (RMNCH)

- Provide general technical support and input to all components implemented by all project partners/ consultants.
- Identify and recruit consultants to support the project as necessary.
- Provide technical support to the partners with respect to facility improvement, clinical training, nutrition and supportive supervision.

3. Communication and advocacy

- Plan, coordinate, and facilitate communication and advocacy activities.
- Lead efforts to strengthen decision-makers' understanding of and support for MNCH and nutrition issues.
- Represent HBV at workshops/seminars/conferences to share/disseminate information including publications in RMNCH and Nutrition.
- Lead and contribute to the development of project briefs, journal publications and other documents to disseminate project results.
- Prepare web updates on project progress and achievements.

4. Capacity building

- Seek opportunities and facilitate technical workshops/ training when needed to build the capacity of project staff in RHMNCH and Nutrition.
- Coordinate necessary inputs to conduct capacity assessment of health officials at implementation levels from province to village, develop the capacity building plans for partners, and ensure the implementation of capacity building activities.

5. Contribute to the development and growth of the organization:

- Provide assistance to Country Director when needed and responsive to any urgent assignment as required in the field of RMNCH and nutrition.
- Develop organizational strategies, new projects/activities, and partnerships for the RMNCH and nutrition programs.
- Identify the needs, opportunities, and potential donors interested in the issues and coordinate the development of new proposals in consulting with HB leaders.
- Other tasks as assigned by HealthBridge Executive Director, the Project Team Leader and Country Director.

Qualifications:

Essential:

- Master's degree in public health or maternal, newborn and child health/reproductive health.

- At least 7 years experience designing and implementing maternal, newborn and child health/reproductive health interventions.
- Experience in designing and implementing nutrition interventions, particularly related to maternal, newborn and child health.
- Experience in training /workshop facilitation and providing supportive supervision.
- At least 5 years experience in project management.
- Strong research skills, including research design, quantitative and/or qualitative analysis.
- Good understanding of government health system of Vietnam.
- Experience in communication and policy advocacy.
- Fluent in spoken and written English and Vietnamese;
- Ability to work effectively in a team, and team leadership abilities.
- Proficient in Microsoft Word, Excel and Powerpoint. Experience using data analysis software (e.g. SPSS, SAS, etc.).

Desirable:

- Experience in clinical Reproductive Health.
- Knowledge of gender issues relevant to maternal, newborn and child health.
- Experience working with minority population groups.
- Skilled in Results-Based Management

Interested candidates should send a cover letter, detailing applicable experience and skills, and a CV to:

Pham Thi Thu Ha

Senior Administrator

HealthBridge Canada, Vietnam Office

Suite 202&203, E4 Building, Diplomatic Compound,

No.6 Dang Van Ngu Str., Dong Da Dist., Hanoi, Vietnam

Email: ptha@healthbridge.org.vn

Other supporting documents are not required until the final round of interview. Please include the position of interest in the subject line email following this format: Application - Name of position – Your full name.

Closing Date: March 17, 2017

Only short-listed applicants will be contacted for interviews.