

TERMS OF REFERENCE

Position and title of post:	Project Secretary
Organization and Unit:	Project “Strengthening Capacity for the Implementation of One Health in Vietnam – phase 2” (SCOH-2) - Secretariat Office of the One Health Partnership for Zoonoses (OHP), Ministry of Agriculture and Rural Development
Duty station:	Hanoi, Vietnam
Duration:	24 months

The *Strengthening Capacity for the Implementation of One Health in Vietnam – Phase II (SCOH-2)* project builds on the results of the SCOH-1 and earlier activities to strengthen overall national One Health capacity and operationalization in Viet Nam. With funding from United States Agency for International Development (USAID) via United Nations Development Programme (UNDP), the SCOH-2 project implemented by MARD in partnership with MOH will contribute to the reduction of the threats to public health from avian and pandemic influenza and other emerging infectious diseases through the application of a One Health approach. The objectives of this project are (i) Supporting a revised national coordination mechanism and the effective function of the One Health Partnership for Zoonoses; (ii) Promoting the regular interaction between policy-makers and other stakeholders, including universities and the private sector, on policy discussion and forums focusing on implementing a One Health approach and Global Health Security Agenda in Vietnam; (iii) Supporting the collaboration among GoVN and development partners in implementing GoVN’s One Health Strategies and GHSA’s Roadmap and Work plan; and exploring other existing and/or planned projects and programs in Viet Nam and identifying linkages where tangible One Health complementarities could be applied.

ROLE OF THE PROJECT SECRETARY

Key roles of the Secretary are to provide assistance to Director and Manager of the project on facilitation effective coordination, linkages and collaboration between national and international OHP partners and programs within the framework of the five-year national One Health plan, 2016-2020, and assistance to the organization of OH Task Force meetings, thematic working groups, conferences, workshops and meetings on specific thematic areas or issues, and prepare minutes and consolidation of outputs and recommendations from these meetings. Support

Knowledge Management Officer on communication and information sharing and dissemination.

DUTIES AND RESPONSIBILITIES

1. Provide with administrative support for OHP Secretariat and maintain effective filing system.
2. Assist with the logistics for organization of meetings, printing documents and invitations and agenda
3. Secure participation of members at OHP meetings, policy forums and related events
4. Prepare and share necessary information on the OHP website, newsletter and other publications, and timely circulation of updates, programme documents, reports, research studies, meeting minutes and information about conferences, workshops and meetings relevant to the project.
5. Assist the Project Manager to work closely with OH Task Force members and stakeholders, and promote harmonization of planned donor missions related to One Health to Viet Nam.
6. Assist with facilitation of the activities of Thematic Working Groups in support of One Health application in Viet Nam
7. Maintain relations with other partnership groups within MARD and MOH.
8. Support to the effective monitoring of One Health activities, resources and achievements.
9. Maintain working relations with One Health Communication Network with updates and information sharing on events and meetings.
10. Work closely with the Knowledge Management Officer on communication and information sharing and dissemination.
11. Be primarily in charge of office personnel, management of contracts, payrolls, leave requests, travel plans, etc.
12. Provide administrative arrangements and logistics for international meetings, workshops and other events of the Partnership.
13. Assist with office procurements and maintenance of office stationery and equipment.
14. Provide assistance to GoVN officials and OHP staff on international and domestic travels as requested.
15. Provide preparations and arrangements of working schedules, meetings, document photocopying; reception, facilitation and supports to office visitors.
16. Translate documents and interpret in meetings, workshops, etc. as required by the Secretariat manager.
17. Undertake other related tasks as assigned by the Director, Vice-Director and

Manager of the Secretariat, and the international advisor.

WORKING RELATIONSHIP AND REPORTING LINES

The **Project Secretary** will report to and work under the direct supervision of the Secretariat Manager of the OHP Secretariat.

S/he will also work closely with Project staff and focal point of ICD (MARD).

S/he will also work closely with UNDP and One Health Taskforce.

QUALIFICATIONS AND EXPERIENCE

- University degree in development, economics, finance, administration, social science or related disciplines.
- Fluent written and spoken English and Vietnamese.
- At least 2 working years' experience Official Development Assistance (ODA) projects and related activities.
- Be able to use communication equipment (telephone, fax, email, internet and other necessary software).
- Experience as secretary and clerical work.
- Experience in working with government agencies and international development programme is preferred.
- Ensure work effectiveness, quality and time pressure.
- Independent working skill and team working required.

REMUNERATION

The level of remuneration corresponds with the qualifications and work experiences of the candidate, following the cost norms as provided in existing UN Cost Norms Guidelines for Viet Nam.