# JOB DESCRIPTION OF PROGRAM COORDINATOR OF HEARTBEAT VIETNAM

## Duties:

- Evaluate cases submitted by the provincial partners and other organizations to VCF before submitting to Program Manager for approval.
- Work with representatives for all hospitals to discuss various patients' problems, clinical course, diagnosis, prognosis, treatment planned, treatment cost and determine whether to provide assistance.
- Liaise with representatives from state run and provincial organizations in order to gain their approval in administrating the Heart Program in their respective areas, to prepare a plan and budget for helping children in their area, and to find out the best solution for any problem that happens during the course of the project.
- Liaise with representatives from other iNGOs, Vietnamese NGOs to cooperate on sharing the surgery cost together.
- Coordinate with Program Manager on preparing the report of the children to each donor for their donation and update them on the children's progress; arranging the hospital/home visit for them if required
- Coordinate with Outreach Clinics Manager on logistics and travelling to remote province to do outreach clinic. (Takes turn not all the time)
- Report to Program Manager about the program's progress or assigned task.
- Planning with Program Manager on the budget and target of the program quarterly, half-yearly and annual.
- Other tasks if required (supporting event team, finance team)

## Qualifications:

- Graduate from University
- NGO experience in grassroots project, experience working with provincial authorities a plus
- Ability to travel for outreach clinics and visits to provinces
- Fluent in Vietnamese and English and ability to write professionally and with "heart"
- Ability to work in Word, Excel and Power Point and learn internal systems
- Ability to work in a team, and willingness to put in extra work when needed for events and projects

The VinaCapital Foundation gives equal opportunity to every candidate, regardless of religion, race and gender. A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.

- Our contact details are:
  Ms. Nguyen Thi Thanh Hue – Program Manager
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- Organization Name: VinaCapital Foundation
- Location: Ho Chi Minh
- Application Deadline:  2017-04-30