

Project Officers

Orbis is a non-profit organization based in New York Orbis that works to prevent and treat blindness through hands-on training, public health education, and improved access to quality eye care, advocacy and partnerships with local health care organizations. Since 1982, Orbis has been a pioneer in global eye health, and has worked in 92 countries. Orbis story began with our Flying Eye Hospital, a fully-equipped mobile teaching hospital. We have long-term programs in countries including Bangladesh, China, Ethiopia, India, South Africa, Vietnam and Zambia – with additional programs in parts of Latin America and the Caribbean. In Vietnam, Orbis has been working in Vietnam since 1996.

To support the expansion of ORBIS's programs in Vietnam and the growing of the organization, we are seeking an experienced and qualified **Vietnamese** national candidates to fill the positions of **Project Officers** based in **Ho Chi Minh City** with frequent travel to Tien Giang province. This is project based contract (2018-2020) with possibility to rotate/be filled in other new projects of ORBIS International in Vietnam.

Main responsibilities:

Reports to Program Manager based in Ha Noi, the Project Coordinators will be responsible for the operational management and coordination for the implementation of activities under the Project "Comprehensive Eye Care for Diabetics patients in Ho Chi Minh City.

She/he will play an important role in project planning and risk and issue management, to ensure that project outputs are delivered timely and within approval budget. S/he will closely coordinate with the Project's partners and related stakeholders to plan initiate and manage project activities and be involved in substantive support in realizing the related targets, to ensure for timely and efficiently achievement of project's outcomes and objectives. (More detail in the attached **JD**).

Qualifications and Experience:

- University degree in a relevant field of business management, social science, development. A graduate degree in Medical or Social Public Health field is preferable.
- Minimum of 3 years' professional experience working in Project/Program management of international organizations or government agencies.

- Experience with project planning and grant management (multiple donors)
- Skilled in, and committed to, community participation/interaction, field visits and presence in project areas
- Proven financial, logistics and procurement management skills.
- Good communicator with proven diplomacy who has the ability and willingness to engage with all levels of staff and all types of stakeholders, partners.
- Excellent spoken and written English language competence is essential
- Having skills in planning, coordinating and facilitating project activities
- Ability to work effectively as a team member with a wide range of individuals, possibly across cultures and time zones.

Applicants should send their CVs and covering letters in English to **Mr. Phan Viet Phuong, Administration Officer**, Orbis Vietnam at email address: phanviet.phuong@orbis.org or post to Orbis Vietnam Office at R303-304, E4B Building, Trung Tu Diplomatic Compound, #6 Dang Van Ngu Street, Hanoi, Vietnam.

Closing date for applications: **Wednesday, 19 January 2018**, with interviews afterward.

Only short-listed candidates will be notified. No telephone contact.