

**JOB DESCRIPTION**  
*(Project country coordinator - PCC)*

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|--------------------------|---|---|
| Job Title                | : | Project country coordinator- PCC (1 post)   |
| Work base                | : | HelpAge International Office in Hanoi, Vietnam (HAIV)<br>Around 30% traveling to the field                          |
| Contract timeframe       | : | One year (with possible extension)<br>2 month probation (full salary)   |
| Starting date            | : | As soon as possible   |
| Responsible to           | : | Country Director (CD)   |
| Salary scale             | : | 850-1,000 USD/month (full-time, gross, based on experience)<br>(Equivalent: 19,300,000 to 22,710,000 VND per month) |
| Benefit                  | : | Provident Fund (10% of base salary) and Social & Health Insurances  |
| Condition                | : | This position is opened for Vietnamese nationals only   |
| Application closing date | : | 14 February 2019  |

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**Note:** This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility is required. Thus, the job description (JD) will be modified from time to time, in consultation with the staff involved.

**1. Background**

HelpAge International in Vietnam (HAIV) is the country office of HelpAge International, a global network of organisations promoting the right of all older people to lead dignified, healthy and secure lives. HAIV is a creative and dynamic organisation, working with Vietnamese partners in the sectors of health and care, community development, disaster mitigation and preparedness, among others, mainly through Intergenerational Self-help Clubs (ISHC) and policy influencing.

HAIV is looking for an experienced and qualified Vietnamese national to fill the position of Project Country Coordinator for a four-year regional research project “Scaling-up NCD Interventions in South-East Asia (SUNI-SEA)”. This EC funded project works with a consortium of European and Asian academic partners to conduct research on NCD interventions in Indonesia, Myanmar and Vietnam (in Vietnam, they are the Health Strategy and Policy Institute-HSPI and TNU-UMP), in order to inform evidence-based policy making on strengthening health systems. The research will focus on the question: “Will

synergies between community-based activities and primary health care services enhance impact on health?

It will build on existing interventions including macro-level (e.g. inclusion of NCD essential medications in health insurance coverage) and micro-level (e.g. HelpAge's supported ISHCs model); While the research work will be carried out mainly by HSPI/MOH and TNU-UMP (separate sub-components), HAIV's role in the consortium is 1) to lead on the communications, impact and dissemination work package of the project; 2) to coordinate all work in Vietnam and 3) to facilitate research on the community-based ISHC model.

**2. Job purpose:** To provide day to day coordination for HAIV's work on SUNI-SEA across HAIV and local Association of the Elderly (AE) offices and other Consortium partners in Vietnam including HSPI and TNU-UMP; to be the focal-point for liaising with other SUNI-SEA consortium members; to manage HAIV's work for the project.

**3. Specific responsibilities:**

- Coordinate with VAE both at national and local levels and selected ISHCs to make sure that HAIV activities relating to community based organizations (ISHCs) in the project are implemented as planned
- Coordinate with HSPI and TNU-UMP to make sure that the project activities in the country are coordinated as stated in the project document
- Liaise with and provide logistic support to other SUNI-SEA oversea partners and HelpAge regional and London offices in the project activities in Vietnam
- Work with the project communication officer and in consultation with HAIV's CD in term of development and publication of policy/advocacy briefs and other IEC and advocacy materials on NCDs
- Ensure technical and logistic preparation and supervision of workshops, trainings, meetings and other activities organized by the project and ensure high quality through proper monitoring and evaluation measures are followed.
- Maintain clear project management processes, monitor project progress against milestones, with the support from the project assistant consolidate project financial reports, budget management and timely compilation and submission of project reports to the EC
- Ensure proper documentation of all activities and document processes, progress and lessons learned
- Contribute in updating of project activities and awareness through website, social media as well as other media
- Develop and maintain good working relations with project partners, government officials and other stakeholders
- Document and report all difficulties and relevant information in a timely manner.
- Develop narrative report as required by the donors, project documentation and brief report for organisation's bi-monthly meeting

- Collaborate with finance team for the financial and contract management issues.
- Perform any other tasks and responsibilities allocated by the CD for ensuring success of project activities and achieving the objectives of the project.

#### 4. Person Specification

*Note: E: essential; D: desirable*

- Vietnam national with university degree preferably in Public and/or community health, or equivalent gained in work experience (E)
- At least 3 years' experience in coordination of project (E), preferably research project/interventions on public health issues
- Highly skilled in training, facilitation, monitoring and reporting (E)
- High level of interpersonal, written, oral communication and presentation skills (E)
- Ability to work effectively in a team with from various cultures and professional backgrounds (E)
- Ability to work independently, collaboratively or effectively as part of a team; (E)
- Organised with demonstrated ability to work under pressure and meet deadlines (E)
- Excellent written and spoken English (E)
- Advanced IT skills, including experience of Word, Excel, Access, PowerPoint (other relevant software) (E)
- Ability to travel frequently, around 30% of the time, within Vietnam (E)
- Experience of working with mass organizations and/or academic research institutes (D)
- Experience of working on health, ageing and related issues (D)

#### 5. How to apply:

Please submit your application document consists of:

- A covering letter outlining your suitability for the role that should not be more than 1 page of A4 size
- An updated curriculum vitae (CV), maximum 3 pages of A4 size
- Two referees, including your most recent employer

Please put the covering letter and CV in one file and send by email to [dathq@helpagevn.org](mailto:dathq@helpagevn.org) and [ngandh@helpagevn.org](mailto:ngandh@helpagevn.org) by the closing date of 14 February 2019

HelpAge International is an equal opportunities employer.

With a view to minimising our administration costs we are unfortunately only able to contact again those candidates that have been shortlisted for interview.