

Job description



Project Manager/Administrator

Effective date: Aug 2021
Contract type: Full-time fixed-term contract under the Pasteur Institute Ho Chi Minh City
Project duration: 30 months left
Location: Ho Chi Minh City (HCMC)
Reports to: Project Coordinator

1. Work Context

The World Mosquito Program (WMP) is a global not-for-profit initiative that works to protect the global community from mosquito-borne diseases such as dengue, Zika, chikungunya, and yellow fever. Known until recently as the Eliminate Dengue Program, the WMP uses naturally occurring bacteria called Wolbachia to reduce the ability of mosquitoes to transmit these viruses. Accumulating evidence is supportive of very large impact on disease transmission and large clinical trials and demonstration projects are currently underway.

Following many years of laboratory research and field trials with promising results, the WMP is now operating in 12 countries worldwide and has widespread support from communities, governments and regulators. Currently the WMP is running projects in the Asia region in Vietnam, Indonesia, India, and Sri Lanka with expectations to initiate new projects in additional countries in the region.

Funding for WMP activities is received through major grants from the Bill & Melinda Gates Foundation, The Wellcome Trust, the Australian Government's, the US government through USAID, the Gillespie Family Foundation and other philanthropic supporters, as well as governments in various deployment countries. More information about the WMP can be obtained from www.worldmosquitoprogram.org.

The WMP is working in partnership with Action on Poverty (AOP) to protect communities in Vietnam from mosquito-borne diseases. Action on Poverty is an international aid organisation with a network of partners around the world working together to break the poverty cycle. From building sustainable livelihoods to fostering good governance, AOP in Vietnam has been working with local partners for over 30 years.

The Wolbachia Method Project in Southern Vietnam (WMP-SVN) is implemented collaboratively by WMP, AOP, and the Pasteur Institute in Ho Chi Minh City (PIHCMC) in two project sites of Thu Dau Mot city, Binh Duong province and My Tho city, Tien Giang province.

2. Job Purpose Summary

The Project Manager/Administrator will be responsible for the implementation of all project activities within WMP-SVN. The Project Manager/Administrator will utilise highly developed influencing, planning, project management and communication skills to provide, practical plans and advices to deliver activities, and to proactively identify and mitigate risks.

The position will act as a facilitator within the Pasteur Institute Ho Chi Minh City to coordinate meetings, partnership activities among stakeholders, project budget, work plan and reporting. The position will be the focal point to assist the Project Management Board to monitor all project activities, track and report the progress of the project as well as budget monitoring.



3. Authority

The Project Manager/Administrator works with a high degree of autonomy under direction from the Project Coordinator.

The Project Manager/Administrator will be responsible to manage all project staff. Direct line reports include Group Team Leaders/Managers.

4. Key Responsibilities

The Project Manager/Administrator is responsible for coordinating the successful implementation of the WMP-SVN project, providing strategic advice, monitoring and management support, ensure effective use of reporting mechanisms, and coordinate field activities among stakeholders and with Monash under direction of the Project Coordinator. The Project Manager/Administrator is expected to perform the following responsibilities, but not limited to:

- 1, Build trusted valuable relationships with key leadership and operational roles within the project team to provide advice and direction; spanning strategic engagement with regulators and key stakeholders, through to implementation considerations of entomology, epidemiology, diagnostics and community engagement activities;
- 2, Supervise and provide the assistance to Group Team Leaders/Managers and project staff as required;
- 3, Ensure that there is regular open communication to work through and support the resolution of issues as they arise, managing and mitigating risks to ensure the success of the WMP-SVN;
- 4, Identify and suggest opportunities for implementation improvement, and where relevant provide guidance in implementing new procedures, protocols, or methods;
- 5, Track and report on key project milestones and implementation activities;
- 6, Ensure compliance of assigned activities with Good Clinical Practices, Standard Operating Procedures, PIHCMC and Ministry of Health's policies or other standards as appropriate;
- 7, Ensure that the WMP-SVN meets their obligations and contractual criteria;
- 8, Manage the project budget, including:
 - Management of resources for field activities in accordance with the approved budget;
 - Adherence to administrative, project management and financial rules and regulations;
 - Coordinate project import/export and logistics activities with administrative support personnel;
 - Liaise with functional departments of Pasteur Institute Ho Chi Minh City to handle administrative, financial and human resource procedure related to the project quickly and in a timely manner;
- 9, Represent the Pasteur Institute Ho Chi Minh City at key stakeholders meetings;
- 10, Provide administrative support for site activities, connect the project and provincial authorities, People's Committee, Ministry of Health, relevant departments, aid agency and other international partners.

5. Required Qualifications

Education

Relevant postgraduate qualifications – such as biological science, social science, medical science, public health or a general science degree, or extensive and highly relevant previous experience.

Knowledge and Skills

- 1, Proven experience in planning and implementing large-scale and complex projects, particularly in an environment where there are continuous changes;
- 2, Demonstrated ability to cultivate and sustain trusted valuable relationships, ideally across a range of institutions and communities;
- 3, Previous experience in a role requiring deep levels of engagement with regulatory bodies, local authorities and/or community groups;
- 4, Demonstrated high level interpersonal and communication skills including the ability to influence, negotiate, and provide advice with a wide range of individuals and agencies, especially those outside the WMP-SVN in order to achieve specific objectives;
- 5, Proven ability to act independently, take initiative within established management guidelines, and have the ability to be self-organising, work under pressure and meet deadlines;
- 6, Ability to implement new systems and procedures that will contribute to increased operational efficiency;
- 7, Demonstrated ability to be a collaborative and supportive team member, who can be insightful, proactively helpful and bring value beyond the immediate needs of the day-to-day role;
- 8, Demonstrated ability in management.

Key competencies

- 9, Minimum 5 years of work experience in project management and implementation, donor liaison, operations, administration, or related functions (e.g. project director/coordinator of international health projects);
- 10, Work experience in large scale project implementation;
- 11, Extensive work experience in dealing with government stakeholders and the media;
- 12, Experience in preparing reports to donors and stakeholders, and coordinating the compliance to Vietnam regulations, grant requirements is an asset;
- 13, Experience in monitoring, managing and evaluating of projects;
- 14, Past experience in coordinating impact evaluation activities and familiarity with social-scientific research methods is an advantage;
- 15, Excellent command of both oral and written Vietnamese and English.

6. Other job-related information

- Significant travel to oversee project sites, potentially for extended periods to immerse with local teams;
- Out of hours work (including evenings, weekends and public holidays) may be required to accommodate periods of increased work and travel;
- There may be peak periods of work during which the taking of leave may be restricted.