



National Institute of Malaria, Parasitology & Entomology

34 Trung Van, Nam Tu Liem, Hanoi -Vietnam. Tel. 84.438543035.

TERMS OF REFERENCE

Job title: Coordinator

Duration: 1 November 2021 – 31 December 2023

Duty station: Hanoi

Responsibilities and tasks:

- 1) Be responsible to the Head of the Project Management Unit for organization, implementation and coordination of project activities under the responsibility of the National Institute of Malaria, Parasitology and Entomology according to the Responsibility Contract signed with the Project Director.
- 2) Be responsible for monitoring and supervising the progress of activities, promptly proposing measures to ensure the progress of project activities.
- 3) Involve in the development and adjustments of the workplan
- 4) Summarize and report weekly to the Head of NIMPE PMU on the implementation of project activities.
- 5) Make progress reports to the Project Director, the Ministry of Health and the Donor.
- 6) Carry out supportive supervisions and provide guidance to the lower-level project implementing units to properly implement the approved workplan.
- 7) Perform other tasks assigned by the Head of the NIMPE PMU.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor or Master Degree in Public Health; or relevant major.
- Having working experience in project planning, management and coordination.
- Experience in the area of public health or foreign funded programme; Global Fund supported projects.
- Have skills in designing and writing project proposals; Skilled in training and conducting seminars.
- Good written and oral communication skills in both English and Vietnamese.
- Ability to work in teams, especially within a multi-cultural environment;
- Good computer skills, good command over MS Office is essential;
- Willing to undertake regular field visits and interact with different stakeholders.

TERMS OF REFERENCE

Job title: Accountant cum cashier
Duration: 1 November 2021 – 31 December 2023
Duty station: Hanoi
Responsibilities and tasks:

- 1) Receive, check and submit to the chief accountant for approval all accounting documents (income and expenses) of the Project as prescribed.
- 2) Perform accountings, payments, and financial reports according to Circular 107/2017/TT-BTC.
- 3) Prepare receipts, payments and bank orders on Bravo software according to the arising time. Assist the Chief Accountant in managing cash books. Assist in preparing financial reports and progress reports to the Ministry of Health, Project Director and the Donor as required.
- 4) Calculate and collect/deduct income tax of the PMU staff for monthly tax reporting. Contact insurance companies to pay social insurance, health insurance for PMU staff. Synthesize and provide documents for VAT refund to the Project Director according to the regulations.
- 5) Conduct cash inventory at the NIMPE PMU monthly. Make a payroll for the NIMPE PMU staff.
- 6) Involve in preparation and organization of annual project independent audit.
- 7) Carry out other tasks assigned by the Head of the NIMPE PMU.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor in accounting or finance ;
- Experience in financial and accounting work;
- Working experience of budgeting, planning and reporting on foreign funded programmes/Global Fund supported projects is preferable;
- Good knowledge in administrative and accounting regulations and procedures of the GoV;
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software;
- Good spoken and written of English;
- Ability to work in teams, especially to work independently and to maintain flexibility in working hours;
- Willing to undertake regular field visits and interact with different stakeholders.

Director of NIMPE

Tran Thanh Duong