

## **JOB DESCRIPTIONS FOR MEDICAL OFFICER POSITION**

### **Job Title:**

Medical officer at FIND Viet Nam

Term of contract: 1 year, renewable

### **Overall summary of the job:**

Promote conversation with stakeholders to identify the areas that FIND can support Viet Nam; strengthen and expand collaboration with partners, and Liaise with FIND global teams to identify funding opportunities; prepare applications for fundraising; and provide closely coordination to ensure quality and smooth implementation of FIND projects in Vietnam.

### **Responsibilities:**

- Liaise with FIND global teams to understand FIND work and FIND global technical capacities; Maintain a thorough understanding of the Viet Nam health landscape and present Viet Nam country needs for support and together with FIND global teams identify areas that FIND can support Viet Nam or countries in the region; And ensure that FIND global capabilities are being fully leveraged.
- Extend network, maintain strong and effective relationships with existing partners, government officials and stakeholders; Develop and leverage collaboration with new partners.
- Seek funding opportunities and prepare applications, including new program, proposal and concept note, budgeting, etc.. for fundraising.
- Facilitate donor communication and manage monitoring and reporting of financial and programmatic progress.
- Plan and provide closely coordination of FIND's programs/projects to ensure quality and smooth implementation.
- Organize and coordinate FIND workshops, meetings and seminars.
- Support and undertake other FIND work as required by FIND Viet Nam Director.

**Reporting line:** The position will report to FIND Viet Nam Director

### **Knowledge and skill requirements:**

- MD degree.
- At least 5-year experience of project development and implementation in any medical/health field. Working experience with INGOs/NGOs, medical/health programmes is an advantage.
- Clinical trial experience in an added advantage.

- Good experience of working with MOH, government bodies, and other stakeholders.
- Outstanding organizational and planning skills with strong sense of priorities and strategic thinking.
- Good presentation skills, exceptional written and oral communications skills.
- Effective interpersonal skills, strong team spirit, work well in teams of multi-cultural backgrounds.
- Ability to pay close attention to details, dedicated to the job, ability to work independently and effectively, and handle multiple tasks simultaneously with minimal supervision.
- Excel in Microsoft office.
- Fluent in verbal and written English