

JOB DESCRIPTIONS FOR PROJECT COORDINATOR

Job Title:

Project Coordinator

Term of contract: 1 year, renewable

Overall summary of the job:

The main role of the Project Coordinator is take part in the coordination of FIND projects in Vietnam to ensure quality and smooth implementation, protocol compliance and data integrity; participate in other work of FIND, that include but not limited to seeking funding opportunities, promotion of collaboration with partners and preparation of applications for fundraising.

Responsibilities:

- Support the communication between FIND project managers and Viet Nam and other country partners.
- Translate protocol, training packages and participate in provision of training.
- Monitor project activities, ensure protocol compliance and data integrity.
- Order and follow up procurements and importations of equipment and supplies for FIND projects.
- Participate in the coordination and implementation of other FIND's programmes, projects and work in Viet Nam.
- Work with FIND Geneva programme team to identify funding opportunities for Viet Nam, develop collaborations with new partners, extend network, participate in stakeholder meetings and prepare applications for fundraising.
- Organize and coordinate of trainings, meetings, workshops and seminars related to FIND projects.

Reporting line: The position will report to FIND Viet Nam Office Head, Director and Managers of FIND projects.

Knowledge and skill requirements:

- At least 3 years' experience in microbiology research and clinical trials, preferable in tuberculosis and/or diagnostics/medical/health field, with project development, coordination and implementation experience.
- Advanced scientific degree (MSc or higher).
- Knowledge of relevant GCP, GLP or GCLP guidelines and practical application in the field.
- Preference will be given to candidates with experience of:
 - o Writing reports, training modules, publications
 - o Working experience with INGO/NGO medical/health programmes.
- Ability to work without close supervision, as well as work under pressure.

- Ability to coordinate with internal & external stake holders and on-site teams.
- Outstanding organizational, planning and presentation skills with good sense of priorities.
- Effective communication and interpersonal skills, strong team spirit, work well in teams of multi-cultural backgrounds.
- Ability to pay close attention to detailed and dedicated to the job.
- Excel in Microsoft office.
- Fluent in both verbal and written English.