



REGIONAL ARTEMISININ INITIATIVE IN VIETNAM
34 Trung Van, Nam Tu Liem, Hanoi -Vietnam. Tel. 84.4 35534483.

VACANCY ANNOUNCEMENT

The Regional Artemisinin Resistant Initiative (RAI4E) in Vietnam is seeking applications to fill the following position within its Central Project Management Unit in Hanoi:

- 03 Accountants: (2 accountants in-charge of RAI provinces and 1 in-charge of NIMPE/2IMPEs and Military Health Department).

The Term of Reference for these positions are attached herewith for your information.

Please send your Application Letter, your Curriculum Vitae both in English and Vietnamese; the notarized copy of all your certificates (hard copy) and Recommendation Letters of your previous employers to the Central Project Management Unit, Regional Artemisinin Resistant Initiative (RAI4E) in Vietnam, Room 207, 34 Trung Van, Nam Tu Liem, Ha Noi. Tel. 04 35534483. Only shortlisted candidates will be contacted for interview.

Deadline for application: Before 17h00, 10 July 2024.

Director of RAI4E

Dr. Hoang Dinh Canh

TERMS OF REFERENCE

Job title: Accountant

Duration: 1 August 2024 – 31 December 2026

Location: Hanoi

Responsibilities and tasks of Accountant in charge of RAI4E provinces

- 1) Receive all accounting documents of the Implementing Units; Check, make payment forms and submit them and accounting documents (income and expenses) to the Chief Accountant for approval as required.
- 2) Work with the State Treasury where the Central Project Management Unit (CPMU) registered transactions to control expenditures, record revenues, and record all expenses of the Implementation Units.
- 3) Check the budget estimates and disbursement requests of the Implementation Units before delivering them to the Financial Officer to transfer money to the Implementation Units.
- 4) Provide guidance to the accountants of the Implementing Units on procedures and financial regulations and accounting. Supervise, speed up and collect financial reports from the Implementing Units for the consolidation of financial reports to be submitted to the Global Fund, UNOPS and MOH as required.
- 5) Carry out procedures to close the RAI grant period 2018-2020 and 2021-2023 as required by the MOH, MOF and the Donor.
- 6) Carry out other tasks assigned by the Director/Vice-Director of the CPMU.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor in accounting, finance or related fields;
- At least 3 - 5 years of experience in financial and accounting works;
- Working experience of budgeting, planning and reporting on foreign funded programmes and State Treasury is preferable;
- Good knowledge in administrative and accounting regulations and procedures of the Government of Viet Nam.
- 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.

TERMS OF REFERENCE

Job title: Accountant

Duration: 1 August 2024 – 31 December 2026

Location: Hanoi

Responsibilities and tasks of Accountants in charge of NIMPE, IMPE Quy Nhon, IMPE Ho Chi Minh City and Military Health Department.

- 1) Receive all accounting documents of the Implementing Units; Check, make payment forms and submit them and accounting documents (income and expenses) to the Chief Accountant for approval as required.
- 2) Work with the State Treasury where the Central Project Management Unit (CPMU) registered transactions to control expenditures, record revenues, and record all expenses of the Implementation Units.
- 3) Check the budget estimates and disbursement requests of the Implementing Units before delivering them to the Financial Officer to transfer money to the Implementation Units.
- 4) Provide guidance to the accountants of the Implementing Units on procedures and financial regulations, project accounting. Supervise, speed up and collect financial reports from the Implementing Units for the consolidation of financial PUDR reports.
- 5) Carry out procedures to close the RAI grant period 2014-2017 as required by the MOH, MOF and the Donor.
- 6) Carry out other tasks assigned by the Director/Vice-Director of the CPMU.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor in accounting, finance or related fields;
- At least 3 - 5 years of experience in financial and accounting works;
- Working experience of budgeting, planning and reporting on foreign funded programmes and State Treasury is preferable;
- Good knowledge in administrative and accounting regulations and procedures of the Government of Viet Nam and the Global Fund.
- 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 RAI4E



Dr. Hoang Dinh Canh