

VACANCY ANNOUNCEMENT

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

- 01 Accountant in-charge of RAI4E provinces.
- 01 Accountant in-charge of NIMPE, 2 IMPEs and Military Health Department.
- 01 Planning Officer.

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 of the 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, 15 July 2024.

TERMS OF REFERENCE

Job title: Accountant in-charge of RAI4E provinces.
Duration: 1 August 2024 – 31 December 2026
Location: Hanoi

Responsibilities and tasks:

- 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.
- 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.
- 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.
- 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.
- Carry out procedures to close the RAI grant period 2018-2020 and 2021-2023 as required by the MOH, MOF and the Donor.
- 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 in-charge of NIMPE, IMPE Quy Nhon, IMPE Ho Chi Minh City and Military Health Department.
Duration: 1 August 2024 – 31 December 2026
Location: Hanoi

Responsibilities and tasks:

- Receive all accounting documents of the Implementing Units (NIMPE, IMPEs, Military Health Department); Check, make payment forms and submit them and accounting documents (income and expenses) to the Chief Accountant for approval as required.
- 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.
- 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.
- 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.
- Carry out procedures to close the RAI grant period 2014-2017 as required by the MOH, MOF and the Donor.
- 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.

TERMS OF REFERENCE

Job title: Planning Officer
Duration: 1 January 2021 – 31 December 2023
Duty station: Hanoi

Responsibilities and tasks:

- Responsible to the Project Director for developing the annual workplans and budget to submit to the Project Director and the Donor for approval;
- Supervise, speed up the implementation of all project activities carried out by the Implementing Units and CPMU.
- Adjust the annual budget and workplans in accordance with the reality and regulations submitted to the Global Fund and the Ministry of Health for approval.
- Prepare responsibility contracts and detailed annual budget and workplans for signing with the Implementation Units.
- Develop annual request plan for counterpart and ODA funds of all implementing units and CPMU to be submitted to the Ministry of Health for approval.
- Cooperate with related units of the CPMU to prepare progress reports and other reports according to regulations to submit to the Ministry of Health, Global Fund, UNOPS, CCM, LFA as required. Involve in working with foreign experts when necessary.
- Participate in field trips to project provinces, provide guidance to lower levels on development of reporting, monitoring and implementation of approved workplan properly.
- Carry out other tasks assigned by the Director of the CPMU.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- University degree in Medicine, Public Health or relevant qualifications;
- At least 3-5 years working experience in planning, budgeting and program management;
- Solid experience in logframe system design and reporting on foreign funded programmes is preferable.
- Having skill in designing and writing project proposal (funding request)
- Good spoken and written of English;
- Ability to work in teams, especially to work independently and to maintain flexibility in working hours;
- Good computer skills, good command over MS Office is essential;
- Willing to undertake regular field visits and interact with different stakeholders.