

BACKGROUND:

The Partnership for Health Advancement in Vietnam (HAIVN), a collaboration between Harvard Medical School and its affiliated teaching hospitals, seeks to increase the quality and quantity of health professionals in Vietnam. Through a cooperative agreement with the U.S. Centers for Disease Control and Prevention, HAIVN is engaged in a project to strengthen medical curriculum and pedagogy at the Ho Chi Minh City University of Medicine and Pharmacy (HCMC UMP).

HAIVN is currently seeking a Vietnamese national who is knowledgeable and experienced in project management and in the Vietnamese medical education system in order to support and contribute to the success of the project. This **Project Officer** position will be based in HCMC, Vietnam.

LOCATION: HCMC
SALARY: Commensurate with experience and qualifications
START DATE: September 1st, 2015
END DATE: This position is funded until March 31, 2016. Continuation beyond that date is contingent upon funding availability and performance.

DESCRIPTION OF DUTIES:

1. Assist the HAIVN Medical Education Specialist to provide technical support to HCMC UMP leadership in curriculum reform, through
 - a. Coordination and facilitation of technical support and project activities
 - b. Assistance with preparation of faculty development teaching materials
 - c. Participation in meetings, workshops, and training activities
 - d. Translation and interpretation as needed
2. Serve as the point of contact and liaison between HCMC UMP and HAIVN, through
 - a. Facilitating communication between HCMC UMP leadership and HAIVN staff located in Hanoi and Boston
 - b. Providing regular updates on project activities to HAIVN leadership and technical staff.
 - c. Initiating regular meetings between HAIVN and HCMC-UMP for the purpose of planning and implementing project activities
3. Plan and coordinate for implementation of project activities, through
 - a. Development and tracking of project work-plans and budgets
 - b. Assisting HAIVN M&E team with monitoring and evaluation of the project
 - c. Identification of project bottle-necks and barriers and development of potential solutions
 - d. Ensuring timely, quality delivery on commitments, project related reports and deliverables

REPORTING:

The Project Officer will report to the HAIVN Deputy Director in HCMC.

REQUIRED EXPERIENCE AND QUALIFICATIONS:

Medical Degree from a medical university is required
Master's Degree in Public Health is desired
At least 5-years relevant experience in project management and coordination
Excellent oral and written communication skills

English language fluency is required
Excellent knowledge of the Vietnamese medical education environment and Vietnamese health system
Proficiency in standard MS Office software applications

Please send curriculum vitae, letter of application, and one page of sample professional writing document (i.e. Research Paper, Proposal, Scientific Article, Internal Memo) in English to Ms. Kieu Trang at kieutrang@haivn.org by August 31, 2015. Only short-listed candidates will be contacted for an interview.