

The Partnership for Health Advancement in Vietnam (HAIVN), a collaboration between Harvard Medical School (HMS), Beth Israel Deaconess Medical Center (BIDMC), and Brigham and Women's Hospital (BWH), seeks to develop capacity for high quality medical education, medical research and healthcare quality in Vietnam. HAIVN has been working to improve the health systems in Vietnam since 2003.

HAIVN, through a cooperative agreement with the US Centers of Disease Control and Prevention, provides technical assistance to the Vietnam National HIV program. HAIVN collaborates with the Vietnam Administration for HIV/AIDS Control and provincial Departments of Health to build capacity in HIV care and treatment, improve the quality of care provided to people living with HIV, scale up antiretroviral therapy, and reach the goal of 90-90-90.

HAIVN is seeking a Project Officer, based in HCMC, responsible for planning, coordination, management and provision of technical assistance in HIV care and treatment activities in the south of Vietnam.

Responsibilities

Assist the Country Director and HCMC Deputy Director in the development and implementation of program strategies and project activities including:

1. On-line training and mentoring (E-mentoring):
 - Assist partners in planning, scheduling and coordination of E-mentoring activities
 - Monitor E-mentoring activities and provide technical support to partners
 - Train new partners and new program participants
 - Ensure reliable data reporting and monitoring and evaluation
2. Build capacity of partners in HIV Technical assistance (Provincial coaching team):
 - Assist partners in planning, monitoring, and implementation of project activities
 - Provide technical assistance and training in TA skills for PCT members
 - Ensure reliable data reporting and monitoring and evaluation
3. Reduce HIV-related stigma and discrimination (S&D) at healthcare sites
 - Assist partners in planning, monitoring, and implementation of project activities
 - Build provincial capacity in efforts to reduce S&D through training and TA
 - Ensure reliable data reporting and monitoring and evaluation
4. Technical assistance in HIV care and treatment
 - Provide training, clinical mentoring, and technical assistance in HIV care and treatment to Vietnamese government agencies and to designated clinical sites
 - Provide training, coaching, and technical assistance in quality improvement methodology to Vietnamese government agencies and to designated clinical sites

5. Others:

- Ensure coordination of all project activities with HAIVN team based in Hanoi
- Assist the HAIVN evaluation team to conduct programmatic evaluation of all HAIVN activities
- Develop and track project work plans, contribute to the writing of project reports, technical briefs, success stories, and other communication
- Translate project, curricular, and materials from English to Vietnamese and vice versa
- Provide English-Vietnamese interpretation at training courses and in communication with partners

Required Experience

- Medical Doctorate from Vietnamese Institution
- At least 5 years of experience in HIV care and treatment, clinical infectious disease, and/or public health implementation
- Experience in working on projects with the Vietnam Ministry of Health
- Experience working with international donor funded projects

Required Skills

- Ability to provide training, mentoring and coaching to health workers and managers
- Ability to write technical documents such as training curricula, operating procedures, and technical briefs.
- Able to work effectively in a complex international environment
- Passionate about improving the health system in Vietnam
- Excellent interpersonal/presentation skills
- Well-organized and able to handle multiple tasks and changing priorities
- Competence in Microsoft Word, Excel, and PowerPoint
- Fluency in Vietnamese and English including reading, speaking and writing.

Job Location: Ho Chi Minh city with regular travel to other provinces

Position Type: Full-Time/Regular

To apply for this position, please send cover letter and curriculum vitae to Ms. Dam Thuy Huong at thuyhuong@haivn.org by March 21, 2018.

Only short-listed candidates will be contacted for an interview.