



Pact, an international NGO based in Washington, DC, aims to build the capacity of local organizations to meet pressing social needs in HIV/AIDS, livelihoods, and other sectors in dozens of countries around the world. Pact Viet Nam's program is currently focused on supporting the national HIV/AIDS response. We provide funding, technical assistance, and capacity building services support to civil society organizations implementing prevention, care and treatment interventions, and engage in policy-level initiatives. We are seeking **two talented national** individuals to join our dynamic team in Ha Noi in the roles of **Program Officer, HIV/AIDS Care and Treatment**

**Program Officer (PO), HIV/AIDS Care and Treatment:** Under the supervision and direction of the Program Manager, the PO is responsible for providing management and technical support to Pact sub-partners: providing training and mentoring to build capacity, improve program quality and ensure compliance with donor requirements. S/he will work with others on the Pact team to develop and operationalize monitoring and quality assurance/improvement tools, processes and systems to ensure Pact sub-partners implement quality programs. In addition, s/he will work with the Program Manager to coordinate, collaborate and share resources with other donors and organizations and prepare and deliver presentations and written reports.

#### **Skills and Qualities Desired**

- Medical Doctor and/or Masters degree (minimum) in public health or a related social science
- Proven professional experience in some or all of following areas:
  - Anti-retroviral Therapy
  - PMTCT
  - Community- and facility-based care and support programming for PLHIV and their families
  - Support programming for orphaned and vulnerable children (OVC)
  - Palliative care
- Minimum of 3 years HIV/AIDS programming experience or related field
- Significant experience in program design, implementation, monitoring and evaluation
- Familiarity with the full continuum of HIV/AIDS prevention, care, and treatment programming
- Demonstrated ability to build partnerships with government agencies and civil society organizations (local NGOs, CBOs)
- A strong team player with excellent interpersonal skills and the ability to work in a high profile, fast-paced environment
- Ability to work independently and to take initiative
- Ability to communicate technical issues effectively and persuasively
- Strong training, facilitation and mentoring skills
- Advanced spoken and written English
- Good writing and presentation skills
- Relevant computer software skills
- Experience working in an international NGO context and managing programs funded by U.S. Government or other bilateral or UN donors a strong plus

**Pact Viet Nam offers competitive salaries and a generous benefits package.**

All applications must include (1) a letter explaining why you are interested and how you are suitable and (2) a curriculum vitae.

Please **email** your application to [hrc@pactvietnam.org](mailto:hrc@pactvietnam.org) no later than **September 20, 2009**.

Only shortlisted candidates will be contacted. Please do not make phone calls. To obtain a detailed job description for the position, please send your request to [hrc@pactvietnam.org](mailto:hrc@pactvietnam.org)