

BACKGROUND:

The Partnership for Health Advancement in Vietnam (HAIVN), a collaboration between Harvard Medical School and its affiliated hospitals, seeks to increase the quality and quantity of health professionals in Vietnam. As a part of HAIVN's growing health systems strengthening (HSS) portfolio, HAIVN is currently engaged in the areas of undergraduate medical education reform, graduate medical education reform, and continuing medical/professional education activities.

HAIVN is currently seeking a **Health Systems Strengthening Officer—Medical Education (Hanoi-based)** who is knowledgeable in the Vietnamese medical education system in order to support, contribute and grow HAIVN's HSS work.

Description of duties:

1. Liaising with stakeholders, both domestic (Ministry of Health, Vietnamese universities and institutions), and international (World Health Organization, World Bank, US Centers for Disease Control and Prevention);
2. Formulate methods in order to conduct detailed assessment(s) of the current medical education environment in Vietnam, including site visits and in-person interviews;
3. Collect, analyze and summarize data and information from Government of Vietnam policies, decrees, strategies and circulars relating to medical education, as well as various assessments, and draft documents;
4. Collect, analyze and summarize data and information from other countries and international institutions spanning the entire continuum of medical education, and be able to place them into the Vietnamese context;
5. Work with partners and stakeholders to plan and coordinate workshops and trainings, as needed;
6. Aid in drafting technical documents that serve as guidelines for a comprehensive strategy to reform various aspects of the medical education curriculum in Vietnam;
7. Help develop and track work-plans of various medical education reform projects, communicating with various stakeholders and team members as necessary;
8. Manage resource requirements, progress and implementation over time, and identify areas requiring further technical support;
9. Ensure timely, quality delivery on commitments, project related reports and deliverables;
10. Work directly with the Health Systems Strengthening Technical Advisor and report to HAIVN In-country Director.

REQUIRED QUALIFICATIONS

Education:

Essential: Medical Doctorate from Vietnamese Institution

Desirable: Master's in Public Health

Language:

Excellent written and spoken Vietnamese and English

Skills:

- Excellent ability to communicate competently towards all relevant individuals and organizations in a culturally diverse environment.
- Ability to maintain a high standard of personal conduct.

- Ability to take initiative and create opportunities that further the HSS work.
- A strategic thinker and strong team player, with demonstrated ability to deliver under pressure.
- Demonstrated ability to engage with and build consensus among team members, international partners.
- Ability to anticipate needs as they arise.

Knowledge:

- Very good knowledge of the Vietnamese medical education environment
- Good knowledge of general Vietnamese health system
- Knowledge of work-plan tracking

Other Skills (e.g. IT): Proficiency in standard MS Office software applications.

Experience:

A minimum of 5- years of relevant experience

**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. Thuy Huong at thuyhuong@haivn.org by June 15, 2014.
Only short-listed candidates will be contacted for an interview.**