

## VACANCY ANNOUNCEMENT

Announcement number: KNCV VTN 01/14

Position: Project Officer  
 Duration of contract: 12 months with possible extension  
 Salary: Competitive  
 Duty station: Hanoi, Vietnam  
 Opening date: 25 November 2014  
 Closing date: 20 December 2014

KNCV Tuberculosis Foundation is a leading non-governmental organization working in Global Tuberculosis (TB) Control. KNCV Tuberculosis Foundation has been active in TB control for over one hundred years both in the national and international context. As a non-profit organization KNCV Tuberculosis Foundation is active in over 40 countries in Europe, Africa, Latin America and Asia. KNCV Tuberculosis Foundation is dependent on subsidies from Government and other sources, as well as private contributions through fundraising. The headquarters office is located in The Hague, The Netherlands.

In Vietnam, KNCV Tuberculosis Foundation promotes effective, efficient and sustainable tuberculosis control in Vietnam by supporting and building capacity of health system, including national programs and active participation in national and international policy development.

### CHALLENGE TB

The Tuberculosis Coalition for Technical Assistance (TBCTA) has been carrying out the USAID funded Challenge TB project in the globe since 1 October 2014, including Challenge TB project in Vietnam. The Project Management Unit (PMU) in The Hague is responsible for overseeing the preparations and implementation of the various projects with the coalition partners. Challenge TB's PMU is responsible for quality control and technical and financial reporting to USAID and keeps all partners informed about relevant matters. While each coalition partner is responsible for the implementation of the projects assigned to that organization, it is the task of PMU to facilitate the development and approval of the work plans, transfer the necessary funds and monitor progress.

PMU prepares the board meetings, controls and ensures timely implementation and reporting of all activities of Challenge TB in the globe, ensures that USAID rules and regulations are being followed, prepares the Annual Plan of activities and participates if necessary in country appraisal and monitoring visits.

### Purpose of the position:

The position is aimed at supporting the Country Representative Officer and Challenge TB Country Director in coordinating and managing the implementation cycle of the Challenge TB at all levels (KNCV Vietnam office, local implementing partners).

### Position in the organization:

The Project Officer is a member of the technical group in the Country Office and reports to the Country Representative Officer.

### Main duties:

The Project Officer is expected to perform the following tasks:

- Assist programmatic management of the Challenge TB project: coordinate, monitor, and supervise project activities for TB control activities in project sites;
- Propose and develop the project's annual work plans and budgets;
- Be responsible for making and aggregating reports on project's activities: quarterly management reports; progress reports; and other reports as per request by donors and PMU. This includes the collection, analysis and management of information/data to develop progress reports on project activities in the agreed formats;
- Contribute to develop and apply tools for project M&E. Provide inputs to program monitoring and evaluation systems;
- Manage and carry out all day-to-day project financial and administrative works related with activities including budgeting, filing, travel plans and procedures;
- Communicate with project implementing partners regarding project planning, implementation, monitoring, and other issues. Review and comment on project partners' plans and reports;



- Conduct monitoring activities to local implementing partners to ensure that the activities are timely implemented in accordance with the work plans, the quality of the activity implementation and the project objectives met;
- Prepare sub-contracts, follow up subcontracts, collect reports, financial documents and draft due reports for project activities. Prepare draft TOR for consultants when necessary;
- Represent KNCV\Challenge TB with government and non-government organizations, donors and relevant agencies when being authorized by CRO;
- Provide inputs for the documentation of experiences and lessons-learnt from programme implementation;
- Coordinate collaboration between partners to implement project activities;
- Perform other duties as requested by the CRO.

**Qualifications:**

Knowledge and skills

*Required:*

- University level degree in the field of Public Health, Medicine or Health Sciences
- Demonstrated knowledge and understanding of Vietnam's health system, especially the public health sector to the successful performance of the duties assigned. Practical knowledge of health service, health sector reform and the international/national/local health response;
- Knowledge of and experience in health programs/projects coordination, management and administration;

*Desirable:*

- Experience in the development of project monitoring and evaluation;
- Experience in working for or with health care facilities or equivalent organizations;
- Experience in financial management with local partners preferred;
- At least 5 years of experience in progressively more responsible positions in the field of public health and/or development with at least three or more years of this experience with international/local organization or donor.

Specific skills required

- Good communication skills;
- Ability to multi-task;
- Being innovative and creative;
- Strong analytic capacity;
- Being able to deal with resistance;
- Self-initiating;
- Computer skilled;
- Networking, negotiation and coordination;
- Good verbal and written skills in both Vietnamese and English
- Being sensitive to cultural differences and understanding the socio-economic, political and ethical issues surrounding TB control;
- Ability to work-proactively;
- Team worker;
- Ability to develop and maintain efficient working relationships among staff within KNCV country offices as well as external partners;
- Supervisory experience and skills;
- Strong interpersonal skills with the ability to develop effective working relationships with international, national, provincial, and local partners;
- Ability to support logistical arrangements, including coordination of meetings and trainings and workshops when needed, as well as ability to compile information/data and write routine and project progress reports.

Additional characteristics

- Tasks are performed independently within a set policy framework of responsibilities and assignments;
- Frequent travel in-country.

**Responsibilities, competences and risk factors**

Material risk due to the responsibility for project management issues. External factors enhancing workload may lead to stress.



**Application:**

Applicants are requested to submit a cover letter and curriculum vitae with names and contacts of the last three professional references to the E-mail address: [kncvhr.vtn@gmail.com](mailto:kncvhr.vtn@gmail.com) under subject 'Project Officer'.

Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.

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We invite you to learn more about KNCV Tuberculosis Foundation and CHALLENGE TB project by accessing our websites [www.kncvtbc.org](http://www.kncvtbc.org) and [www.tbcare1.org](http://www.tbcare1.org)