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JOB DESCRIPTION

Job title: Project Officer	
Post to be filled on: September 2016	Duration required: 1 year (with possible extension)
Mission country: Vietnam	Post location: Hanoi (with possible travel within the country or internationally upon request)

I - Mission context

For more than 30 years, Médecins du Monde, a campaigning medical organization committed to international solidarity, has been caring for the most vulnerable populations at home and abroad. It has continued to highlight obstacles that exist in accessing health care and has secured sustainable improvements in health-for-all policies. Those working for this independent organization do not solely dispense care and treatment but fight to improve matters for populations living in precarious situations. MdM currently works in 46 countries across all continents where it focuses on 4 priority areas: caring for the health of migrants and displaced persons, promoting sexual and reproductive health, combating HIV and reducing the harm and risks associated with drug use, crises and conflicts.

Since 2015, MdM is working in consortium with several Vietnamese partners on the prevention, diagnosis and treatment of Hepatitis C among people who inject drugs (IDUs) in Vietnam.

II- Main aims of the post

Project management

- Monitor activities in the site to ensure effective implementation as well as partners' participation in project design and implementation, and in the timely completion of all activities of the project.
- Ensure achievement of project milestones as agreed with the donor and within approved budget
- Serve as the focal point for daily interactions related to the activities with community-based and government stakeholders
- Organize monitoring meetings with consortium members on a monthly basis
- Represent MdM on national working groups or other relevant meetings upon request
- Ensure the monitoring of the project based on HQ requirements and the General Coordinator (GenCo) guidance
- Lead the elaboration and implementation of effective monitoring and evaluation tools
- Ensure the effective use and application of the M&E tools
- Ensure that the project follows internal regulations with the support of the administrative department
- Check compatibility between narrative reports and financial reports of counterparts together with financial officer

Technical input

- Provide technical support to project staff and partners on hepatitis C, harm reduction and counseling
- Organize and facilitate trainings on above mentioned subjects
- Disseminate information and material from the HQ technical unit
- Organize workshops and specific working sessions following the launching of the activities depending on the team and project needs.
- Work with project partners to identify issues/challenges and develop strategies for effective implementation of activities

- Participate to the elaboration of IEC material in collaboration with partners and MdM team
- Support and conduct operational researches on HCV and harm reduction

Reporting

- Prepare minutes of meetings and pass them to the consortium
- Prepare a monthly activity report
- Participate in the preparation of required reports to HQ and donor Vietnamese authorities and stakeholders

Communication

- Feed the internal communication by designing and implementing communication tools on the project
- Participate in the elaboration of an external communication strategy of the project and the Vietnam mission
- Develop external communication relevant for the mission

Project design and setup

- Collaborate and communicate with health authorities of Hanoi for new project design, implementation, and monitoring phases
- Facilitate the process of project design with partners in accordance with MdM's expectations and approved budget
- Elaborate and follow the approval process of the MoUs to be signed with partners
- Develop partnership agreements, contracts, activities and budget plan following evidence-based approach

III - Required skills and experiences

Required professional experiences and skills

- Advanced degree in medicine or public health or related field
- Experience on counseling, Harm Reduction and/or hepatitis C
- Experience with IDUs or marginalized population
- Experience in project management
- Demonstrated reporting skills
- Experience working effectively with government counterparts
- Good working knowledge MS-Office
- Experience in another NGO is an asset
- Proven interpersonal skills and ability to work effectively in a team
- Native Vietnamese language
- Fluent in English

Required personal skills

- Willing to work with and for IDUs and other vulnerable groups
- Organized working style, rigorous, punctual
- Sense of initiative, resourcefulness, enthusiastic
- Good communication skills
- Ability to work in a multicultural team
- Commitment to MdM principles and mission

IV – Conditions of employment

- Vietnamese law contract
- Full-time employment, based in Hanoi
- Salary : TBD
- Starting: from September 2016
- Fixed term contract for 1 year (with possible extension)

V - How to apply

- All applications to be received by July 29th, 2016, COB.
- Kindly send your application letter, including your current salary, two professional referees and a resume not exceeding 2 pages to the Country Director: genco.vietnam@medecinsdumonde.net.
- Only short-listed candidates will be contacted.
- For more information, visit our website: www.medecinsdumonde.org