

VACANCY ANNOUNCEMENT

Announcement number: KNCV VTN 02/16

Position: Project Assistant Officer
 Duration of contract: 12 months with possible extension
 Salary: Competitive
 Duty station: Hanoi, Vietnam
 Opening date: 5 October 2016
 Closing date: 25 October 2016

General

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.

Purpose of the position

The position is responsible for supporting the Project Officers and Country Representative Officer (CRO) in coordinating and managing the implementation cycle of the KNCV- supported projects in Vietnam.

Position in the organization

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

Main duties

The Project Assistant is expected to assist Project Officers/CRO 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 work 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 plan's time frame; the activity implementation are ensured with quality and the project objectives are met;
- Prepare sub-contracts, follow up subcontracts' implementation; collect reports, financial documents and draft due reports for project activities. Prepare draft TOR for consultants when necessary;
- Represent KNCV\Challenge TB to government and non-government organizations, donors and relevant agencies when being authorized by CRO;
- Provide inputs for the documentation of experience and lessons-learnt from programme implementation;
- Coordinate collaboration between partners to implement project activities;
- Perform other duties as requested by the CRO.



Required qualifications, knowledge and skills

Required:

- University 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.

Specific skills required:

- Good communication skills;
- Ability to multitask;
- Being innovative and creative;
- Strong analytic capacity;
- Being able to deal with resistance;
- Being self-initiated;
- Computer skills;
- 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;
- Being able to support logistical arrangements, including coordination of meetings and trainings and workshops when needed, and being able 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 under subject 'Project Assistant 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.

We invite you to learn more about KNCV Tuberculosis Foundation and Challenge TB project by accessing our websites www.kncvtbc.org and www.challengetb.org