

Scope of Work

Position: VAAC – USAID SHIFT TA Coordinator

Technical Monitors: VAAC's assignee and TACHSS Senior Technical Officer/FHI 360

Period of Performance: As soon as possible from 1st October 2017 to Sept 30th, 2018

Location: VAAC's office in Hanoi

1. Detailed Description of Tasks

FHI 360 Vietnam is recruiting a full-time consultant to support Vietnam Administration of HIV/AIDS Control (VAAC) to coordinate, accelerate and ensure the quality of above site technical assistance (ASTA) delivered in the HIV response in Vietnam, and in particular TA that is delivered under the USAID SHIFT project in collaboration with VAAC. The consultant will be responsible for the below major tasks:

- Serve as a central point of coordination with VAAC for the USAID SHIFT project and above site TA requests (ASTA)
- Support VAAC leaders and technical units in preparing R-SOWs, following-up on progress of TA request implementation, reporting and evaluation
- Help identify national and provincial TA providers to fulfill above site TA requests and help implement priority technical strategies for USAID SHIFT
- Prepare administration requirements from GVN side if needed to support TAMP operation and TA request execution.
- Synthesize, categorize, review related documents from different sources for VAAC to upload to the e-Library
- Update regularly information on CME, trainings for students on HIV/AIDS on e-Library.

2. Deliverables:

- Technical assistance delivered in the HIV response in Vietnam among TA domains assigned by USAID to USAID SHIFT with VAAC is well-coordinated and facilitated.
- Identified TA providers to fulfill above site TA requests related to VAAC and help implement priority technical strategies for USAID SHIFT in Y2
- Well-coordinated, VAAC-endorsed training-of-trainers (ToTs) and tools to support national and provincial TA providers in fulfilling TA delivered via the USAID SHIFT project
- Quarterly reports on the quality of TA delivered and needs for upcoming quarters
- Relevant documents from different sources synthesized, categorized, reviewed for VAAC to upload to VAAC's e-Library
- Information on Continuous Medical Education (CME), trainings for students on HIV/AIDS updated regularly on VAAC's e-Library

3. Qualification requirement

- Nationality: Vietnam
- Language: Good English skills
- Education: University or Master Degree in Medicine, Public Health or related field.
- Experience and skills:
 - At least 5 years of work experience.
 - Intense understanding of the health system in Vietnam, the integration of donor-supported programs into national and provincial responses.
 - Ability to manage projects, and plan for the successful implementation of programs
 - Preferably direct knowledge and prior experience from working with PEPAR-funded programs, or at least with US government-funded programs
 - Strong interpersonal skills and ability to build relationships in a challenging multicultural environment
 - Proficient in Excel, PowerPoint, and Word
 - Proficiency in English and Vietnamese (both oral and written).
 - Capable to work independently and travel as required

Interested candidates are invited to send the detailed curriculum vitae with letter of application in English to the following address by **October 14, 2017**:

Human Resources Section, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: Vietnam.recruitment@fhi360.org

Please specify the position you are applying for in your application.
Only shortlisted candidates will be contacted for interviews.