



## JOB ANNOUNCEMENT

The Vietnam HIV Addiction Technology Transfer Center – University of Medicine and Pharmacy at Ho Chi Minh City (VHATTC-UMP) is looking for a qualified Vietnamese candidate to join our team.

**Job title:** Project Assistant  
**Reports to:** Project Coordinator  
**Location:** Ho Chi Minh City

The Vietnam HIV Addiction Technology Transfer Center – University of Medicine and Pharmacy at Ho Chi Minh City (VHATTC-UMP) was established under the sponsorship of the Substance Abuse and Mental Health Services Administration (SAMHSA) and support from University of California, Los Angeles (UCLA), via The U.S. President's Emergency Plan for AIDS Relief (PEPFAR). Also, UMP is one of the 5 institutes assigned by the Ministry of Health as the main capacity-building and training agency in addiction and HIV treatment.

VHATTC system has been present in Vietnam since 2012 at Hanoi Medical University and at Ho Chi Minh University of Medicine and Pharmacy (UMP) since 2015. VHATTC-UMP has provided hundreds of capacity-building activities and research projects in Ho Chi Minh City and the Southern provinces of Vietnam.

With the aim of sustainable technology transferring, VHATTC-UMP is calling for motivated and dynamic applicant to participate in our program. This is an opportunity for young people to explore more about a program focusing on vulnerable populations as well as contribute to community development. Each participant will gain direct experience in community services and capacity-building work.

**Deadline for application: November 30, 2019**

**1. Job summary:** The project assistant will learn to serve as a training assistant, person in charge of report and payment, facilitating the project operation process toward the improved and sustained well-being of HIV and people with SUD within their families and community.

**2. Work location:** 15<sup>th</sup> Floor, Central Building, University of Medicine and Pharmacy at Ho Chi Minh City – No. 217 Hong Bang Street, Ward 11, District 5, HCMC.

**3. Contract Duration:** 10 months (December to September 2020), with the potential of being extended.

**4. Job Responsibilities:**

- Managing project administrative process: Prepare and send out reports, invoices to donors, submit documents to the university, activities scheduling, budget planning, assist project coordinator with trainings and materials translation.
- Correspondence: Responsible for receiving, deliver emails to other partners, agencies and donors.
- Assisting accountant job: collect and prepare payment forms, payment documents, verify all relevant invoice payable, bill handling.



- Office properties equipment maintenance: safekeeping and maintaining office properties
- Other assigned tasks by project coordinator

**4. Salary:** Will be negotiated.

**5. Requirements:**

- Bachelor degree in a relevant field (preferably social works, community development, public health, education, English...);
- Strong critical and analytical thinking skills;
- Be able to function well in a team environment;
- Fluent English, especially speaking and report writing skills;
- Good computer skills (Word processing, excel and power point);
- Good time management and problem-solving skills
- Humility, respect, and care for others – especially the vulnerable population such as HIV and people with substance use disorders.
- Live in Ho Chi Minh City.

Interested candidates are invited to send your CV and a cover letter to email: [svhattc@gmail.com](mailto:svhattc@gmail.com)

South Vietnam HIV – Addiction Technology Transfer Center

University of Medicine and Pharmacy at Ho Chi Minh City

Address: 15<sup>th</sup> floor, Central building, 217 Hong Bang, Ward 11, District 5, HCMC

Tel: 028. 3952-6005/ 0977-057-521 (Ms. Trang)