



Für eine Welt ohne Tuberkulose

VACANCY

JOB TITLE: Community Programs Manager

POSITION SUMMARY:

Closing date of application period: 15 January 2020

Starting date: After Tet Canh Ty 2020

Full time position: 100% FTE

Duration of contract: 1 year (extension to be based on performance and availability of funds)

Location: Ho Chi Minh City

Travel requirements: Frequent travel throughout HCMC; infrequent travel for knowledge sharing in Viet Nam

BACKGROUND:

Friends for International Tuberculosis Relief (FIT) is a registered non-profit organization working in the field of tuberculosis (TB) prevention and care, service delivery, research, technical assistance and advocacy. FIT is a young, dynamic and growing organization. FIT now has over 30 office-based staff working across five cities in Viet Nam. We work in close collaboration with Provincial and National TB Programmes and other in-country partners to implement projects funded by the European Union's Horizon 2020 program, the Stop TB Partnership's TB REACH initiative, Centers for Disease Control and Prevention, UNITAID and Johnson & Johnson. We have also have multiple active research partnerships, including with the Liverpool School of Tropical Medicine in the UK, the Karolinska Institutet in Sweden, the KNCV Tuberculosis Foundation in the Netherlands, and Ceres Nanosciences and SureAdhere Mobile Technology in the United States. FIT staff have supported the implementation of other TB programs in South and Southeast Asia, and represented Viet Nam at multiple regional and international forums on TB technical assistance. Finally, FIT was chosen to represent civil society organizations from Viet Nam at regional events and at multiple events in the lead up to and during the United Nations High Level Meeting on TB in New York City.

In collaboration with the National TB Control Program (NTP), FIT is helping to build a comprehensive [Search-Treat-Prevent](#) TB program across three cities in Viet Nam (Ho Chi Minh City, Hai Phong and Hoi An). In the short term, we are aiming to 1) increase TB detection and treatment in key populations, such as household contacts, children and people visiting private healthcare providers; 2) provide social support and adherence monitoring options to improve TB treatment outcomes; and 3) scale up TB infection screening and treatment services. We hope these efforts will lead to declines in Viet Nam's TB burden over the medium and long term.

Our organization is growing quickly and we are searching for a highly qualified, independent, experienced and motivated Community Programs Manager to build a team and support the implementation of services across five districts in Ho Chi Minh City. We are searching for an excellent communicator, who can maintain strong relationships with government staff while training, mentoring and motivating field staff to improve project performance. For additional information please refer to our website: www.tbhelp.org

JOB RESPONSIBILITIES:

Partner Management

- Meet with Provincial-, District-, and Ward-level health staff to discuss implementation of community programs for TB;

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- Obtain permissions for the implementation of grants from relevant authorities including the HCMC Department of Health and the People's Committee;
- Create workplans and protocols that are acceptable for local government authorities for the implementation of mobile X-ray events, household contract tracing and community screening activities;
- Liaise with partners for the implementation of community-based TB active case finding, specifically regarding the establishment of activities, participant/community mobilization, trouble-shooting problems and low performance, and ensuring that deadlines are met and targets are achieved/exceeded;
- Ensure proper and timely distribution of monetary incentives to collaborators and partners.

Program Management

- Recruit and directly supervise the work output of several Program Officers;
- Manage implementation of mobile chest X-ray screening, household contact investigation, and latent TB testing and treatment in line with grant workplans;
- Ensure implementation of NTP guidelines in the community;
- Develop Standard Operating Procedures (SOPs) for chest X-ray screening and contact investigation;
- Communicate regularly with the district and ward level health staff to ensure consistent implementation of the project activities;
- Trouble-shoot productivity challenges in the community;
- Supervise the implementation of mobile chest X-ray screening events on weekends;
- Manage supplies of testing kits and consumables for active and latent TB testing;
- Share and explain data summaries developed by the M&E team with District TB Units, Provincial TB Hospitals, National TB Program, etc.;

Training & Mentoring

- Prepare engaging training materials, role-play scenarios and presentations for health workers;
- Train (and re-train) health workers on project SOPs and data collection systems;
- Provide more practical 'on the job' training at the commune level so health workers are able to maximize case detection and their performance-based incentives;
- Mentor staff based in the districts, maintaining regular communication with them about their challenges and performance;

Data Management

- Ensure complete capture of active case finding data in the Access to Care Information System (ACIS);
- Support the compilation of project data from districts and relay to the Monitoring and Evaluation (M&E) team;
- Illustrate and explain performance issues utilizing project data to District TB Officers and healthcare workers;
- Troubleshoot data quality issues in the field;
- Communicate any issues discovered during field visits to management in a timely manner;
- Mentor staff based in the districts, maintaining regular communication with them about their challenges and performance;

Reporting requirements

- Prepare a weekly field visit report, detailing the work completed and planned;
- Ensure that all project administrative documents are accurately updated and maintained;
- Maintain detailed notes on project activities;

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- Draft and review quarterly narrative reports in English and other project deliverables to international stakeholders;
- Coordinate with Finance & Accounting (F&A) department and administration to monitor project budgets and prepare finance reports based on generally accepted accounting principles, FIT guidelines and donor requirements;
- Meet quarterly reporting deadlines.

Other

- Ensure effective, timely responses to key stakeholder inquiries and concerns;
- Provide regular status update to supervisors and other key project stakeholders;
- Attend periodic meetings to report project progress;
- Communicate with FIT Directors and Managers about procurement needs;
- Assist with procurement of supplies for the project;
- Facilitate and accompany, if possible, project site visits by external parties;
- Assist in all aspects of the implementation of the interventions of the grant;
- Other activities requested by FIT Directors.

QUALIFICATIONS:

Academic credentials

- Bachelor's degree in a field related to health, epidemiology, development, or management is required
- Master's degree preferred

Work experience

- Minimum 5 years of relevant work experience required
- Extensive experience engaging with government agencies
- Minimum 2 years of project management experience required
- Health-related work experience is strongly preferred

Professional qualifications

- Self-motivated, independent working style
- Experience with personnel management
- Experience with working in collaboration with government health officials is required
- Able to independently write reports and create presentations

LANGUAGES REQUIREMENTS:

- Fluency in Vietnamese and English (both written and verbal) is required

APPLICATIONS SHOULD INCLUDE:

- A cover letter written in English
- A detailed Curriculum Vitae
- At least two employment references (Name, Phone Number, Email Address)
- All applicants are requested to highlight their experience managing and motivating teams of people either in their CV and cover letter.

SUBMIT AN APPLICATION:

- By e-mail to HR@tbhelp.org addressed to Ms. Rachel Forse
- Subject 'Community Programs Manager Application'
- No later than **15 January 2020**

Compensation will be commensurate with experience.
Full benefits will be included in the compensation package.



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All applications will be carefully considered, but only short-listed applicants will be interviewed.
If you do not hear from us within 21 days of the closing date, this means your application was unsuccessful.

FIT is an equal opportunity employer.