



**JOB TITLE**

**Project Assistant – Eye Health**

**Background**

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) is dedicated to saving the sight and lives of the most vulnerable and disadvantaged. Headquartered in New York City, HKI currently conducts programs in 21 countries in Africa and Asia, as well as in the United States. Renowned for its reliability, efficiency and high level of technical expertise, HKI promotes the development of sustainable, large-scale programs that deliver effective preventative and curative services for nutrition, eye health and neglected tropical diseases.

HKI has been working in Vietnam since the 1990s through the Vietnam National Institute of Ophthalmology (VNIO). At the present time, we are working in Nam Dinh, Can Tho, Tra Vinh, Hoa Binh and Lai Chau Province, to implement development projects in Eye Health and Nutrition. In close collaboration with various local partners, HKI is working to improve service delivery for eye health, including vision care services for school children and teachers, such as vision screening, refraction, and the provision of corrective eyeglasses for those who are in need. In addition, HKI’s nutrition activities contributed to improve the health of mothers and their children in Son La province. This model is being scaled up to Hoa Binh and Lai Chau provinces till 2021.

We are currently seeking a Project Assistant to coordinate and monitor our USAID funded project “Model Integration of Preschool Age Vision Screening, Referral and Treatment within the Educational and Health Systems in Can Tho, Vietnam” in Can Tho city, Vietnam. This is 15-month project and will tentatively start from October 2020.

**Job Summary:**

The Project Assistant will be responsible for direct implementation of the project activities in the field and coordination with local partners. This position will travel frequently to Can Tho and will work directly with the local partners on a daily basis to ensure the activities are in line with the approved workplan and implemented within the project timeframe. This position will also provide technical assistance and manage logistic tasks related to the project activities. This position will be required to collect, and analyze data, and conduct regular M&E visits to the fields and provide recommendations needed to improve the project and HKI’s Eye Health program in Vietnam.

Report to: Program Manager  
Collaborate with: Project Officer, Eye Health and Finance /Administrative Manager

## **KEY RESPONSIBILITIES**

- Manage and supervise the implementation of the project in Can Tho in collaboration with the Project Officer and local partners;
- Develop and strengthen partnerships with local partner and key stakeholders, maintaining relationships with relevant authorities;
- Provide technical assistance to the partners:
  - + Assist local partners through participating in training program of teachers and community health workers;
  - + Work with partners to ensure screening, refraction and provision of eyeglasses is organized and conducted for all preschool children in project schools and is coordinated with all sectors;
- Improve and distribute Eye Health communication materials;
- M&E and report:
  - + Develop, collect and analyze data
  - + Monitor and track the progress of the project to ensure the project activities are carried out in appropriate timely manner;
  - + Monitor and prepare financial project reports
  - + Produce monthly reports consisting of observations and documentation of work in the field while making recommendations to improve the program;
  - + Report to the Program Manager;

**Duty Station:** 01 year with possible extension; 2 months' probationary period

**Duty location:** Based in Hanoi, with regular travel to project sites (30%).

### **Requirements:**

- Vietnamese citizen;
- At least 2 years working experience
- Proficiency in Microsoft Office (Word, Excel, Powerpoint);
- University degree (degree in optometry or public health is an advantage);
- Working experience in development sector, especially NGOs and community groups;
- Strong background knowledge of eye health in Vietnam is preferred;
- Previous working experiences in health and education is preferred;
- Has skills in project management, presentation and communication;
- Knowledge in development and management of monitoring & evaluation plans;
- Understanding of and sensitivity to poverty-related development and gender issues;
- Good knowledge of spoken and written Vietnamese and English;
- Ability to work in a team environment without direct formal hierarchy;
- Demonstrates flexibility, adaptability and initiative;
- Motivated team player who can manage his/her own project and provide support to team;
- Agree with HKI's mission and want to contribute to improving eye health in Vietnam.

HKI offers competitive remuneration package.

Interested candidates should submit: A letter of interest; CV; and Supporting documents (as appropriate).

*To: Helen Keller International Vietnam, Room 305-306, A2 Building, Van Phuc Diplomatic Compound, 298 Kim Ma, Ba Dinh, Hanoi, Vietnam*

*Email: vn.hr@hki.org, cc: [Lanh@hki.org](mailto:Lanh@hki.org); [DLam@hki.org](mailto:DLam@hki.org); [PNgoc@hki.org](mailto:PNgoc@hki.org); [Nnhu@hki.org](mailto:Nnhu@hki.org).*

The deadline for submitting applications is **13th September, 2020**.

Only short-listed candidates will be contacted

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