

Job description – Program Coordinator

Job code:	06122201	Location:	Hanoi, may require domestic travel to research sites
Job category:	NCIRS COVID-19 Vaccine Project	Regional office:	Hanoi
Job level:	Coordinator	Direct report:	Country Director
Type of work:	Full-time	Dotted-line reporting:	
Duration:	6 months	Tentative start date:	As soon as in December 2022

Organisation: Woolcock Institute of Medical Research

The Woolcock Institute of Medical Research is affiliated with the University of Sydney in Australia and is recognized as one of the leading research institutions for respiratory diseases and sleep disorders. Operating in Vietnam since 2009, we have undertaken large operational, epidemiological and clinical research projects, and run training in epidemiological and operational research methods for Vietnamese doctors and public health workers. The Woolcock Institute has three research centres and offices in Ha Noi, Ho Chi Minh City and Ca Mau. Currently we directly employ about 70 full-time staff and coordinates multiple study projects within lung health management and treatment across eleven provinces. We also expand research activity to other fields including antimicrobial resistance.

For more information about us, please visit:

Woolcock Institute of Medical Research in Sydney, Australia: www.woolcock.org.au

Woolcock Institute of Medical Research in Vietnam: www.woolcockvietnam.org

Overview: Australia is supporting access to safe and effective COVID-19 vaccines in the Pacific and the Southeast Asia through our Regional Vaccine Access and Health Security Initiative (VAHSI) and the Quad Vaccine Partnership. The Australia Expert Technical Assistance Program for Regional COVID-19 Vaccine Access: Policy, Planning and Implementation (AETAP-PPI) has been established under the VAHSI to support Pacific and Southeast Asian countries' efforts to deliver safe, effective, and accessible COVID-19 immunisation programs, based on a health system strengthening approach and in line with best practice standards.

Within this framework, the Woolcock Institute of Medical Research is working with the National Centre for Immunisation Research and Surveillance (NCIRS) and the Murdoch Children's Research Institute

(MCRI) to draw on scientific and technical expertise from the Australian Regional Immunisation Alliance (ARIA) Network and provide access to technical experts remotely and/or through in-country technical assistance.

Location: Hanoi with the possibility of domestic travel

Duration: 6 months appointment. The position will be on a full-time basis. The program coordinator is required to start as soon as possible.

Scope: The Woolcock Institute of Medical Research in collaboration with the NCIRS, MCRI, and UNICEF Viet Nam to provide technical support for Vietnam's Ministry of Health on immunisation, specifically on (1) bivalent vaccines and boosters, (2) vaccinations for children aged six months to five years, (3) rollout of new vaccines, and (4) implementation of immunisation-related communications activities.

Key staff working with the project:

- Immunisation Experts
- Project Assistant
- Project Officer
- Partners from NCIRS, MCRI, UNICEF, and Vietnam Ministry of Health

Tasks and Responsibilities:

- Work with domestic and international partners to assess the technical needs about immunisation at national and sub-national level;
- Organise workshops/meetings/experience sharing sessions/etc. (virtual/face-to-face) to provide technical support for bivalent vaccines and boosters, vaccinations for children aged six months to five years, and rollout of new vaccines;
- Provide technical support for the rollout of capacity building training program on immunisation;
- Attend meetings and prepare minutes;
- Maintain good relations with stakeholders;
- In charge of the project correspondence to partners;
- Support management of the budget expenditure and disbursement process;
- Carry out other duties as required.

Key attributes:

- Advanced university degree in public health or related field (PhD preferred)
- Strong experience in immunisation and vaccine-preventable diseases
- Experience in engaging with government and/or non-government partners

- Ability to work independently and respond to feedback in a timely and professional manner
- Ability to communicate fluently in English and Vietnamese
- Competencies: communication; drive for results; general epidemiology of communicable diseases; vaccine epidemiology; advocacy and communication to ensure public awareness; analyzing; formulating strategies and concepts

Applications:

For interested applicants, please send a cover letter together with a CV (with the name and contact details of at least three senior referees) in English or Vietnamese and scanned copies of your related degrees, no later than **16/12/2022** by submitting the application form in the link as follows:

<http://bit.ly/woolcockhiring>

We regret that only short-listed candidates will be contacted for interviews. Review of applications will start as soon as possible and continue until **16/12/2022**, or until the post is filled, whichever is earlier