

EMPLOYMENT OPPORTUNITIES

Deputy Chief of Party



The Centre for Promotion of Quality of Life (hereafter called LIFE) is a Vietnamese non-profit organization established in 2007 under the administrative support of the Vietnam Union of Science and Technology Associations (VUSTA). LIFE's portfolio of projects focuses on improving the quality of life of vulnerable people and communities. LIFE conducts research and training while implementing cost-effective, sustainable, and high-impact programs. Our team of 30 headquarters staff is public health and social science professionals that work with more than five dozen provincial staff to implement a variety of programs funded by local and international donors. Our current portfolio includes interventions in 25 provinces serving community health, especially in HIV, and support for factory workers. For more information about us, please visit: <https://www.life-vietnam.org>

LIFE is looking for an enthusiastic and highly committed person to serve as Deputy Chief of Party¹ (DCOP) to work on the "USAID Local Assistance to Develop and Deliver Excellence, Resilience, and Sustainability in Vietnam (LADDERS)" Project. This project aims at enhanced sustainability of community-level HIV service delivery with three objectives: (1) Increase use of community HIV/AIDS services for key populations; (2) Increase operational and financial sustainability of CBOs, and (3) Improve the enabling environment to support sustainability of community provision of HIV-related goods and services.

Location: Ho Chi Minh City with travel
Expected start date: July 1, 2023
Job duration: till December 2026

Position description:

Under the direction of the Chief of Party² (COP), the DCOP shall support the operational leadership for the LADDERS project which focuses on serving individuals at risk of HIV and people living with HIV to access services according to their needs and preferences. The DCOP will be working closely with the Project Advisor, Senior SI Technical Advisor, and the SI Manager to advance the application of approaches and methodologies to enhance the quality of client-oriented HIV services delivered at the community level and to strengthen community-led strategic information systems. S/he will also be supporting the Technical Manager and Communications-Advocacy Manager to advance high-impact innovations in communication and advocacy for behavior changes and enabling policy environment for sustainable community-level HIV services delivery. The DCOP will assist the COP to liaise and build partnerships with high-level stakeholders, including the Government of Vietnam, PEPFAR, other development actors, etc.

Key responsibilities:

Technical leadership

- Support the strategies, directions, and training for/on HIV technical interventions to successfully implement, enroll and advocate to ensure the availability and accessibility of HIV intervention services for target clients.

¹ Similar to Deputy Project Director

² Similar to Project Director

- Support the strategies and directions of strategic information systems, including monitoring and evaluation, to improve project quality and development based on evidence.
- Support the development of advocacy strategy and supervise the implementation of advocating policies supporting sustainable HIV services delivery and community-based organizations (CBOs) working in HIV.

Project management

- Manage, implement, and monitor systems, services, staff, and budgets to achieve financial, administrative, and programmatic goals.
- Provide supportive supervision to project staff to motivate, encourage innovative thinking, and translate ideas into action as needed to help ensure the project meets.
- Monitor and manage the progress and quality of the entire project activities.
- Facilitate and contribute to the preparation of project deliverables, including annual work plans, mid-year reports, and responses to ad hoc requests from donors.

Partnership and Representation

- Cultivate and nurture strategic partnerships with relevant ministries, national agencies, and provincial authorities in Vietnam, PEPFAR, and other identified stakeholders.
- Support the COP and project staff as well as those designated by the COP to deal with difficulties, crises, or other arising problems of the project.
- Represent project/LIFE in meetings with donors, partners, and stakeholders in the Government of Vietnam and relevant international agencies.
- Perform other relevant duties as assigned by the LIFE Board of Directors.

Minimum qualifications:

- Master's degree in communication, marketing, business administration, or related fields, and/or commensurate level of expertise and experience. Background in public health preferred.
- Minimum of 10 years of relevant work experience, with demonstrated experience in leading successful projects in communication and marketing for behavior and policy changes. Experiences in managing projects that are strategic in nature and international in scope, preferably in HIV/AIDS.
- Thorough understanding of relevant Vietnamese government policies and regulations concerning HIV and the Ministry of Health.
- Experience with USAID and PEPFAR programs is preferred, or other US-funded projects or programs.
- Demonstrated ability to assemble and lead teams both with formal and informal reporting authorities to meet ambitious aims.
- Well-developed written and oral communication skills in Vietnamese and English.
- Ability to travel as necessary.

*Application and resume (CV) to be sent to Ms. Nhung at nhung@life-vietnam.org no later than **June 15, 2023** – Please indicate “Application for LADDERS DCOP position” in the subject of your email.*

Only shortlisted candidates will be contacted for interviews.

LIFE respects and welcomes candidates from all genders, ethnicities, and status.