

## **REGIONAL ARTEMISININ INITIATIVE IN VIETNAM**

34 Trung Van, Nam Tu Liem, Hanoi -Vietnam. Tel. 84.4 35534483.

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### **TERMS OF REFERENCE**

Job title: Project Secretary/Program Assistant

Duration: 1 January 2025 – 31 December 2026 (labour contract is signed yearly).

Duty station: Hanoi

Responsibilities and tasks:

- Act as a Project Secretary.
- Draft standard correspondences, letters/e-mails in English and Vietnamese. Be focal point for communication with the Global Fund, LFA, CCM and related Agencies.
- Take responsibility for getting approval of the Government and related Ministries for Grant documents and workplans.
- Provide interpretation and translation of documents, project annual reports and other papers when required. Follow-up and report on all correspondence received from the Global Fund and government partners.
- Carry out procedures for visa application travel, working schedule for incoming delegations; Contact, arrange programs, seek approval from the Global Fund and carry out procedures to get approval for outgoing delegations.
- Involve in the preparation of the technical, progress update reports to be submitted to Global Fund, LFA and CCM as required.
- Involve in the preparation of order requests to be sent to the UNOPS and Global Fund as required and follow up the procurement process (in cooperation with the Procurement Unit).
- Make field trips to monitor, supervise and speed up the implementation of project activities in the project provinces as the approved workplan.
- Take responsibility for organization of meetings, workshops, training courses of the CPMU including preparation of the agendas/programs, invitation letters and logistic affairs, etc. and prepare minutes of meetings.
- Carry out other tasks assigned by the Director of the CPMU.

### **QUALIFICATIONS AND EXPERIENCE REQUIRED**

- University Diploma, Bachelor of English;
- At least 3 - 5 years working experience of administrative and secretary services and programme coordination and implementation; Previous working experience in the international funded programmes and health sector is desirable;
- Excellent spoken and written of both English and Vietnamese;
- Excellent drafting skills for routine correspondence, minutes and documentation;
- Ability to work in teams, especially to work independently and to maintain flexibility in working hours;
- Good interpersonal and communication skills;
- Good computer skills, good command over MS Office is essential;
- Willing to undertake regular field visits and interact with different stakeholders.