

RECRUITMENT ANNOUNCEMENTS

The Project Management Unit is seeking a Project Admin and Financial Assistant to provide support for the cooperative agreement between the U.S. Centers for Disease Control and Prevention (CDC) and the Ministry of Health of Viet Nam for implementation of the Global Health Security Agenda (GHSA).

The job descriptions and requirements of the position are posted in details at the website of the General Department of Preventive Medicine, Ministry of Health: www.vncdc.gov.vn

Submit applications: Applications in hard copy must be sent to Division of Communicable Disease Control of the General Department of Preventive Medicine in working hours; address: 135/1 Lane, Nui Truc Street, Ba Dinh District, Ha Noi.

AND send a soft copy through email to the address: longvutb@gmail.com (Mr. Long) and hunghsph@gmail.com (Mr. Hung). Please contact Dr. Long: 0983.090.565 if more information is needed.

Closing date for the position: 31/5/2018. All applications must be received before the closing date to receive consideration.

Guidance for application:

Interested candidates for this position must submit the following, in either English or Vietnamese or both, otherwise the application will not be considered:

- A cover letter with 3 professional references with contact details. The cover letter should justify candidate capacity against selection criteria.

- Curriculum vitae.

- Any other documentations (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification and experience requirements of the position.

Note: Applications will not be returned for non-selected candidates

To:

- Website of Hanoi University of Public Health;
- www.vietnamworks.com
- VUFO-NGO Resource Center.



PROJECT DIRECTOR

Dang Quang Tan

TERMS OF REFERENCE

The Project Management Unit is seeking a **Project Admin and Financial Assistant** to provide support for the cooperative agreement between the U.S. Centers for Disease Control and Prevention (CDC) and the Ministry of Health for implementation of the Global Health Security Agenda (GHSA)

Name of the CoAg: Protecting and Improving Public Health Globally: Building and Strengthening Public Health Impact, Systems, Capacity and Security

Brief description of CDC- GDPM Cooperative Agreement

The Project “Protecting and Improving Public Health Globally: Building and Strengthening Public Health Impact, Systems, Capacity and Security” is a cooperative agreement between the General Department of Preventive Medicine (GDPM) of the Ministry of Health (MOH) and the United State Centers for Disease Control and Prevention (USCDC). The main goal of the project is to strengthen the public health capacity of Vietnam by implementing the Global Health Security Agenda (GHSA) according to the International Health Regulations (IHR) framework.

Name of the CoAg:

Objective of project: The project focuses on following major objectives: 1) Strengthen and establish surveillance systems to early detect diseases and outbreaks, especially infectious emerging diseases, for timely remedial measures; 2) Enhance the ability of rapid response and handling of the outbreak in order to avoid wide spread; and 3) Actively preventing and reducing the risk of disease outbreaks. Specific activities will be developed and implemented to meet these main objectives, at the same time to operate and manage the project following guidance and regulations of the Vietnamese and US governments.

Project duration: The project will be implemented in 5 years (9/2014 - 9/2019) with technical support and 100% non-refundable financial aid from the USCDC

Project site locations: Hanoi. Frequent travels to Project sites for project monitoring and technical assistance will be required

Job description:

The overall responsibility is to provide admin and financial support to the CoAg implementation. Specific duties are as follow:

1. Admin support:

- Providing administrative and secretarial support to the implementation of the project activities such as arrange the meeting, taking notes in meetings, maintaining CoAg filing system
- Providing logistics support for CoAg staff and CoAg activity implementation such as: travel arrangement, training/workshop preparation and organization
- Receiving phone calls, letters and documents
- Other tasks as assigned

2. Financial support

- Providing financial support to the CoAg Accountant and CoAg Coordinator on preparing monthly financial updates, PMS report and Financial Federal Report.
- Providing support in voucher collection and review.
- Assist with the procurement process and managing equipment of the office

Qualifications i.e. education, working experience, languages and skills:

- a) Bachelor's degree in English/Public Health/Management/Administration/Social Work/Sociology/Development Studies or related field is preferred.
- b) Must have at least two year experience in administrative work.
- c) Basic knowledge and experience with accounting and financial management.
- d) Hard-working, attention to details. Office computer skills in the M.S Office package.
- e) Experience with public health or development project is preferable.

- f) Language requirements – Speaking, Reading, Writing Vietnamese is required; Level 4 (Fluent) Speaking, Reading, Writing English is required (this will be tested)

Salary and other benefits: Under cost norm of USCDC

Guidance for Application:

Interested candidates for this position must submit the following in either English or Vietnamese or both.

- a) Cover letter with 3 references. Cover letter should justify candidate capacity against selection criteria.
- b) Curriculum vitae
- c) Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

• **SUBMIT PAPER APPLICATIONS (ALL OF THE ABOVE) TO:**

Hard copy to:

Division of Communicable Disease Control of General Department of Preventive Medicine; Room 603, 135/1 Lane, Nui Truc Street, Ba Dinh District, Ha Noi.

Soft copy to:

Email address: longvutb@gmail.com (Mr. Long)

hunghsph@gmail.com (Mr. Hung)

Contact Mr. Long 0983090565 if more information is needed.

Note: Applications will not be returned for non-selected candidates.