

VACANCY ANNOUNCEMENT

The Regional Artemisinin Resistant Initiative (RAI4E) in Vietnam is seeking applications to fill the following positions within its Central Project Management Unit in Hanoi:

- 01 Project Secretary/Program Assistant.

The Term of Reference for this position is attached herewith for your information.

Please send your Application Letter, your Curriculum Vitae both in English and Vietnamese; the notarized copy of all your certificates (hard copy) and Recommendation Letters of your previous employers to the Central Project Management Unit of the RAI4E in Vietnam, Room 207, 34 Trung Van, Nam Tu Liem, Ha Noi. Tel. 04 35534483. Only shortlisted candidates will be contacted for interview.

Deadline for application: Before 17h00, 11 December 2024.

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.