



Save the Children, the world's largest independent organisation for children, delivers immediate and lasting improvements to children's lives in over 50 countries through emergency relief and long-term development.

Save the Children in Vietnam (SC) works to promote every child's rights to survival, protection, participation and development as set forth in the UN Convention on the Rights of the Child. The current programme focuses on the following core sectors: Health and Nutrition; HIV/AIDS prevention; Care and support; Education; Child protection; Child-focused emergency preparedness and response; Child rights agenda, including Civil society development, Economic opportunities, Child poverty Research, and Advocacy for child-friendly development policy and practice.

Save the Children has secured funds from PACT to support Dien Bien, Yen Bai, Bac Giang and Nam Dinh provinces to implement a project on Prevention Mother to Child Transmission of HIV (PMTCT) for a year (March 2010 – June 2011), with focus on reducing prevalence of transmission of HIV from mother to child.

**We are now seeking for a qualified Vietnamese national to fill in the Project Officer position based in Hanoi with frequent travel to Dien Bien, Yen Bai, Bac Giang and Nam Dinh.**

#### **Job summary**

The position is responsible to ensure effective implementation and high impact of the PMTCT project in Dien Bien, Yen Bai, Bac Giang and Nam Dinh provinces.

#### **Key accountabilities**

The post holder is responsible to contribute to the overall program planning, budget management, monitoring/reviewing, evaluation and reporting as well as to support to the other component project to ensure a program interrelated coherence and synergies in selected provinces.

#### **Person specifications**

- University degree in health, public health or relevant fields
- At least three years of experience of working in public health, preferably in maternal and child health care program
- Skilful in facilitation, training, planning, monitoring and supervising
- Sound knowledge and experience in budget monitoring
- Experience in working with government counterparts and community
- Solid understanding of Vietnamese government system at provincial, district and commune levels
- Good communication and team work skills
- Good skills in English speaking, listening and writing
- Good computer skills; MS Office. Statistics analytical skill is preferable.

#### **A full job description and application form is available at the website:**

<http://www.savethechildren.net/vietnam/vacancies/index.html>

Please send CV and a completed application form, details of three references and a covering letter addressing the list of competencies to: **HR section, Save the Children - E3, Ngoai Giao Doan Trung Tu, 6 Dang Van Ngu - Dong Da, Hanoi or by Email: [hr-sc@savethechildren.org.vn](mailto:hr-sc@savethechildren.org.vn)**

The closing date for application is 22<sup>nd</sup> July 2010 at 5 p.m. Applications will be treated in confidence. Due to the volume of applications we receive, only short-listed candidates will be contacted and CVs cannot be returned.

Save the Children is an equal opportunities employer. Our selection processes reflect our commitment to the protection of children from abuse, and our people are as diverse as the challenge we face. We welcome applications from all qualified candidates, regardless of age, disability, HIV/AIDS status, race, national origin, religion, or sexual orientation.