

JOB DESCRIPTION
(Project country coordinator - PCC)

Job Title	:	Project Country Coordinator- PCC (1 post)
Work base	:	HelpAge International Office in Hanoi, Vietnam (HAIV) Around 30% traveling to the field
Contract timeframe	:	One year (with possible extension) 2-month probation (full salary)
Starting date	:	Middle of September 2020
Responsible to	:	Country Director (CD) or National Program Manager (NPM)
Salary scale	:	850-1,000 USD/month (full-time, gross, based on experience) (Equivalent: 19,700,000 to 23,100,000 VND per month)
Benefit	:	Provident Fund (10% of base salary) and Social & Health Insurances
Condition	:	This position is opened for Vietnamese nationals only
Application closing date	:	31 August 2020

Note: This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility is required. Thus, the job description (JD) will be modified from time to time, in consultation with the staff involved.

ALL APPLICANTS MUST HAVE THE EXISTING RIGHT TO WORK IN VIETNAM

1. HELPAGE INTERNATIONAL

HelpAge International is global network of organisations working towards a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. The HelpAge global network is made up of 140 members in 90 countries working to support older people and promote their rights, with programmes managed by hubs in London, Africa, Asia and the Middle East.

The world HelpAge wants to see is one where everyone, whatever their age, can say:

- I have the income I need
- I enjoy the best possible health and quality of life
- I am safe and secure, free from discrimination and abuse

- My voice is heard.

HelpAge is the only global network working with and for older people's organisations, undertaking grassroots programming and local, regional and international advocacy work. This is an exciting time to join HelpAge as we develop our global ten-year strategy.

HelpAge International in Vietnam (HAIV) is the country office of HelpAge International, working with partners in Vietnam including both government agencies, academies and mass organizations in the sectors of health and care, livelihood, life-long learning, community development, community-based disaster risk management, among others, mainly through supporting the establishment and improvement of, and capacity building for Intergenerational Self-help Clubs (ISHCs) and policy influencing.

2. The Role

HAIV is looking for an experienced and qualified Vietnamese national to fill the position of Project Country Coordinator (PCC) for a four-year regional research project "Scaling-up NCD Interventions in South-East Asia (SUNI-SEA)". This EC funded project works with a consortium of European and Asian academic partners to conduct research on NCD interventions in Indonesia, Myanmar and Vietnam (in Vietnam, they are the Health Strategy and Policy Institute- HSPI and TNU-UMP), in order to inform evidence-based policy making on strengthening health systems. The research will focus on the question: "Will synergies between community-based activities and primary health care services enhance impact on health?"

It will build on existing interventions including macro-level (e.g. inclusion of NCD essential medications in health insurance coverage) and micro-level (e.g. HelpAge's supported ISHCs model); While the research work will be carried out mainly by HSPI/MOH and TNU-UMP (separate sub-components), HAIV's role in the consortium is 1) to lead on the communications, impact and dissemination work package of the project; 2) to coordinate all work in Vietnam and 3) to facilitate research on the community-based ISHC model.

PCC to provide day to day coordination for HAIV's work on SUNI-SEA across HAIV and local Association of the Elderly (AE) offices and other Consortium partners in Vietnam including HSPI and TNU-UMP; to be the focal-point for liaising with other SUNI-SEA consortium members; to manage HAIV's work for the project.

3. Specific responsibilities:

- Coordinate with VAE both at national and local levels and selected ISHCs to make sure that HAIV activities relating to community-based organizations (ISHCs) in the project are implemented as planned
- Coordinate with HSPI and TNU-UMP to make sure that the project activities in the country are coordinated as stated in the project document

- Liaise with and provide logistic support to other SUNI-SEA oversea partners and HelpAge regional and London offices in the project activities in Vietnam
- Work with the project communication officer and in consultation with HAIV's CD in term of development and publication of policy/advocacy briefs and other IEC and advocacy materials on NCDs
- Ensure technical and logistic preparation and supervision of workshops, trainings, meetings and other activities organized by the project and ensure high quality through proper monitoring and evaluation measures are followed.
- Maintain clear project management processes, monitor project progress against milestones, with the support from the project assistant consolidate project financial reports, budget management and timely compilation and submission of project reports to the EC
- Ensure proper documentation of all activities and document processes, progress and lessons learned
- Contribute in updating of project activities and awareness through website, social media as well as other media
- Develop and maintain good working relations with project partners, government officials and other stakeholders
- Document and report all difficulties and relevant information in a timely manner.
- Develop narrative report as required by the donors, project documentation and brief report for organisation's bi-monthly meeting
- Collaborate with finance team for the financial and contract management issues.
- Perform any other tasks and responsibilities allocated by the CD for ensuring success of project activities and achieving the objectives of the project.

Safeguarding responsibilities

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work;
- Reporting all safeguarding incidents they see, hear, know about or suspect, using our internal reporting mechanism;
- Complying with all safeguarding framework policies, procedures and practices;
- Completing mandatory training courses relating to our safeguarding policy framework within first three month of employment and complying with HR vetting procedures.
- Reducing the risk of harm and abuse in the field;
- Involving communities in the design of programmes and complaint response mechanisms, be responsible for implementation and review;
- Attending specialist field training on safeguarding as required;
- Maintaining maps of support services for survivors;
- Receiving and responding to complainants/survivors and ensuring that no further harm is done, following a survivor-centred approach, using the principles of psychological first aid, and signposting to relevant local services as needed;

- Reporting and responding to safeguarding incidents reported to them by anyone connected with our work, using our internal reporting mechanism.
- Supporting staff to embed safeguarding measures in their role.

4. Person Specification

Note: E: essential; D: desirable

- Vietnam national with university degree preferably in Public and/or community health, or equivalent gained in work experience (E)
- At least 3 years' experience in coordination of project (E), preferably research project/interventions on public health issues
- Highly skilled in training, facilitation, monitoring and reporting (E)
- High level of interpersonal, written, oral communication and presentation skills (E)
- Ability to work effectively in a team with from various cultures and professional backgrounds (E)
- Ability to work independently, collaboratively or effectively as part of a team; (E)
- Organised with demonstrated ability to work under pressure and meet deadlines (E)
- Excellent written and spoken English (E)
- Advanced IT skills, including experience of Word, Excel, Access, PowerPoint (other relevant software) (E)
- Ability to travel frequently, around 30% of the time, within Vietnam (E)
- Experience of working with mass organizations and/or academic research institutes (D)
- Experience of working on health, ageing and related issues (D)

Our Values

At HelpAge International we work hard to achieve our goals together as a team with a clear shared purpose. Everyone who works at HelpAge shares our values and are committed to behaviours that demonstrate and support them.

Our values inform how we work together:

Inclusive	We respect people, value diversity and are committed to equality.
Impact	We value and recognise the contribution of our staff and network members as we put older people at the centre of everything we do.
Partners	We work alongside network members and others to increase reach, influence and impact. We are committed to a culture of collaboration and building positive relationships.

Learning We are passionate about learning, accountable and work together to find creative solutions

Equal Opportunities

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We encourage and facilitate a flexible working environment.

Safeguarding

Everyone has a role in creating and sustaining a safe and respectful working environment, where no one comes to any harm or is maltreated. At HelpAge we take our responsibilities very seriously and will take action against wrongdoing. We will do everything we can to ensure that we do not engage people that pose a safeguarding risk and will undertake criminal record checks as required.

5. How to apply:

Please submit your application document consists of:

- A covering letter outlining your suitability for the role that should not be more than 1 page of A4 size
- An updated curriculum vitae (CV), maximum 3 pages of A4 size
- Two referees, including your most recent employer

Please put the covering letter and CV in one file and send by email to recruitment@helpagevn.org and dathq@helpagevn.org by the closing date of 31 August 2020. Please clearly note which position you are applying in your email title.

HelpAge International is an equal opportunities employer.

With a view to minimising our administration costs we are unfortunately only able to contact again those candidates who have been shortlisted for interview.