

TRUNG TÂM PHỤC VỤ ĐỐI NGOẠI
PHÒNG QUẢN LÝ LAO ĐỘNG

Kính gửi : Tổ trưởng tổ thông tin đối ngoại

Phòng Quản lý lao động đề nghị đăng thông tin trên trang thông tin điện tử của SCEDFA với nội dung như sau:

THÔNG TIN TUYỂN DỤNG TỔ CHỨC EMWF



JOB ANNOUNCEMENT
Position: Program Associate, Building
Healthy Cities Project

The East Meets West Foundation (EMW), "the foundation for learning, healing and health", is a US-based non-governmental organization that assists disadvantaged communities in Vietnam, Laos and Cambodia through programs in education, health, clean water and sanitation. Founded in 1988, EMW has a 30-year track record of innovative and effective work in Vietnam and a vast portfolio of completed projects. EMW projects and programs are known for their high quality, long-term sustainability, emphasis on results, and significant scale.

East Meets West Foundation is in partnership with John Snow Inc. (US), a health care consulting and research organization dedicated to improving the health of individuals and communities in the U.S. and around the world, to implement the "Building Health Cities (BHC)" project in Da Nang city.

Building Healthy Cities (BHC) project aims to embed a health equity lens into city policies, planning, and services while improving data flow for existing Smart Cities in India, Indonesia and Vietnam. Health and Smart Cities planning are related; decisions about transport, environment, sanitation, education, recreation, information and communication technology (ICT) infrastructure, and the built environment can have a major impact on health, despite being outside of the health sector. When this decision-making is harmonized, it can improve access to health services, decrease lifestyle and environmental risk factors for poor nutrition and non-communicable diseases, reduce speed of transmission during infectious disease outbreaks, and increase availability of usable data for urban health decision-making.

Building Healthy Cities will work in partnership with Smart Cities initiatives and urban health coordination structures to add value via improved health goals and metrics in proposed infrastructure and ICT projects, enhance interoperability of data systems, and increased efficiency of multi-sector urban spending. In addition, Building Healthy Cities can help Smart City citizens of every demographic have a voice in the process through integration of a mobile citizen reporting system. Our goal is to integrate health within the Smart City context, reduce time and costs of

producing data for decision-making, and empower citizens to demand better health-related services.

East Meets West Foundation is seeking a **Program Associate based in Danang**, to support the BHC operations in the city. S/he will be primarily responsible for supporting the BHC Project Coordinator on all aspects of project communications, reporting, administration and coordination with key officials in various sectors including Smart City Project authorities, Municipal Corporation, health, urban development, environment, transport, data systems, NGOs/CSO and other stakeholders. The Project Associate will be a member of the team in the project as per approved work plans. Day-to-day oversight will be provided by BHC Project Coordinator under the directions of the EMW/ Thrive Country Director and in her absence the Director of Finance and Administration.

Responsibilities:

- Support the management of day-to-day activities of the Project aligned with project expectations and approved global and city work plans;
- Support the communication and reporting of various government interactions, as representative of the Project;
- Assist in developing memorandums of understanding (MOUs) with government, private sector entities, and local institutions partnering with BHC.
- Comply with rules and regulations of the Project Authorities and comply with local laws.
- Keep the City Project Coordinator and the BHC/ JSI Deputy Project Director apprised on complex and/or sensitive issues and work closely with the country support team to troubleshoot these and identify the appropriate course of action.
- Identify effective communication mechanisms to ensure proper brand identification at the city level and increase visibility of BHC work and success stories at both local and State level.
- Monitor progress of assigned activities against targets; take corrective action where necessary to realize project commitments;
- Support collection of project monitoring data such as budgets, reports, datasets, and the like. Help to uphold the quality and standards expected of USAID projects during collection of these data.
- Provide basic analytical support for city monitoring data.
- Assist in preparation of physical and financial reports (quarterly, semiannual, annual and end-of-project) to the Deputy Project Director and Project Director.
- Attend BHC staff meetings on regular basis to share and receive information across country teams.

Qualifications and Skills

EMW seeks a results-oriented individual with the ability to produce high quality deliverables, managing multiple concurrent tasks, and meet tight deadlines with attention to detail. The successful candidate is required to have:

- Postgraduate degree in Public Health, Sociology, Social Work, Economics, Health Management, Administration or related fields.

- Three to five years of experience of working in public health, urban development, administration or related fields desirable.
- Ability to network with senior government officials, NGOs and private sector
- Strong written and oral communications skills and ability to make high quality presentations
- Demonstrated ability to interact with key stakeholders in the city
- Proficiency in Excel required.
- Fluent in English and Vietnamese, both written and oral.
- Based in Danang with occasional travel as needed.

Salary and benefits will be determined based on experience and qualifications.

The deadline for the above position is **February 28, 2019**.

JOB ANNOUNCEMENT

Position: Program Coordinator, Building Healthy Cities Project

The East Meets West Foundation (EMW), "the foundation for learning, healing and health", is a US-based non-governmental organization that assists disadvantaged communities in Vietnam, Laos and Cambodia through programs in education, health, clean water and sanitation. Founded in 1988, EMW has a 30-year track record of innovative and effective work in Vietnam and a vast portfolio of completed projects. EMW projects and programs are known for their high quality, long-term sustainability, emphasis on results, and significant scale.

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East Meets West Foundation is seeking a **Program Coordinator** to coordinate with key city officials from the Department of Foreign Affairs, Department of Investment and Planning, Department of Information and Communication under the Smart City Project. The incumbent will provide and source technical support to stakeholders, potentially spanning municipal, corporation, health, urban development, environment, transport, data systems, NGOs/CSOs, based on agreed areas of focus. The Project Coordinator will be the primary implementer of the project as per approved work plans. Day-to-day oversight will be provided by the EMW Country Director and in her absence, Director for Administration and Finance, with periodic oversight provided by the JSI-BHC Deputy Project Director based in India

Main Tasks/Responsibilities:

- Manage day-to-day activities of the Project aligned with the approved project work plan and JSI project tracker;
- Act as BHC point of contact in the City for all government authorities and other stakeholders;
- Actively participate in various government interactions, as representative of the Project;
- Assist in developing memorandums of understanding (MOUs) with government, private sector entities, and local institutions partnering with BHC.
- Comply with rules and regulations of the Project Authorities and comply with local laws.
- Keep the Country Director apprised on complex and/or sensitive issues and work closely with the country support team to troubleshoot these and identify the appropriate course of action.
- Identify effective communication mechanisms to ensure proper brand identification at the city level and increase visibility of BHC work and success stories at both local and State level.
- Monitor progress against targets; take corrective action where necessary to realize project commitments;
- Support collection of project monitoring data such as budgets, reports, datasets, and the like.
- Provide basic analytical support for city monitoring data. Collect and report mandatory Project Monitoring Plan data on a quarterly basis in support of reporting to USAID on quarterly targets. Maintaining quality and standards expected of USAID projects during data collection is required.
- Submit physical and financial reports (quarterly, semiannual, annual and end-of-project) to the Country Project Manager and Project Director.
- Attend BHC staff meetings on regular basis to share and receive information across country teams.
- Keep abreast of current initiatives in relation to information management, and communication both in the public and private sectors;
- Carry out any other duties that are assigned from time to time by supervisors.

Job Specifications/Qualifications:

EMW seeks a results-oriented individual with the ability to produce high quality deliverables, managing multiple concurrent tasks, and meet tight deadlines with attention to detail. The successful candidate is required to have:

- Postgraduate degree in social or health sciences, including Urban Planning, Public Health, Health Management, Administration, Education, Social work, community, information management, development or related fields
- At least eight to 10 years of experience working in public health, urban development or related fields desirable.
- Ability to network with senior government officials, NGOs and private sector
- Has existing networks both in private and public sectors and is conversant with information management and communications sector
- Work experience related to management information systems and/or mobile applications desirable but not required.
- Demonstrated ability to interact with key stakeholders in the city

- Strong written and oral communications skills and ability to make high quality presentations
- Proficiency in Excel required, experience with Stata and/or NVIVO desired.
- Fluent in English, both written and oral.
- Based in Da Nang or willing to relocate to Da Nang

Salary and benefits will be determined based on experience and qualifications.

The deadline for the above position is **February 28, 2019**.

- Các ứng cử viên quan tâm xin gửi hồ sơ về địa chỉ: Trung tâm Phục vụ Đối ngoại Đà Nẵng – 472 Hoàng Diệu – Quận Hải Châu – Tp Đà Nẵng hoặc qua email: luatlc@danang.gov.vn . Điện thoại: (0236) 3552343

Hạn cuối nộp hồ sơ: Ngày 28/02/2019

Đà Nẵng, ngày 14 tháng 02 năm 2019

TỔ TRƯỞNG TỔ TTĐN

PHỤ TRÁCH PHÒNG

NGƯỜI ĐỀ XUẤT

Trần Hồng Đức

Phan Thị Thanh Ninh

Lê Chính Luật