



## CARE International in Vietnam – Terms of Reference

<b>Date of preparation:</b>	August 2012
<b>Position title:</b>	HIV/AIDS Technical Advisor
<b>Program/Sector:</b>	Health and Social Programme (HSP)
<b>Reporting to:</b>	Health Programme Coordinator and Global Fund (GF9) Project Manager
<b>Location:</b>	Hanoi, with travel to HCMC, and other project sites as required
<b>Duration:</b>	Four Months (with possibility of extension)

### **About CARE Australia**

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We are primarily dependant on support from the Australian public to carry out our work.

CARE Australia is a member of the **CARE International confederation**. We strive for a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security.

For almost 25 years, CARE Australia has earned an international reputation for our ability to respond quickly to emergency situations in countries as diverse as Haiti, Pakistan and East Africa. We are also renowned for our innovative, sustainable and effective long-term development projects. All our projects are designed to equip the people we support with skills and resources so they can take charge of their lives and work towards a better future.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting the rights of children in all areas we work around the world.

### **About the Country Program**

CARE worked in Vietnam from 1945 to 1975 in the areas of health, vocational training and emergency relief. CARE returned in 1989 and has been working in many of the country's 64 provinces, providing long-term development programs and emergency relief and rehabilitation assistance.

A focus on poverty reduction is seen in the overall program through community empowerment, civil society strengthening, capacity building initiatives, policy dialogue or direct approaches. Programs aimed at those most vulnerable in the communities currently being implemented address issues of reproductive and sexual health; HIV/AIDS prevention, care and support; avian influenza (AI) local risk reduction; livelihood support systems,

particularly to poor rural farmers; women and minority groups; small enterprise promotion, microfinance; rural and community development; natural resource management; emergency preparedness and emergency relief.

### **Summary of responsibilities:**

CVN is seeking an experienced and qualified **HIV/AIDS Technical Advisor** to oversee quality assurance and improvement measures within their technical field of expertise and provide specialist technical advice, practical support and capacity building to CARE's health staff and implementing partner organisations. The HIV/AIDS Technical Advisor will assist the Health & Social Sector Program Coordinator in technical reviews of current projects and in designing new projects and project activities. The HIV/AIDS Technical Advisor is expected to participate in CARE's internal organisational forums, discussion groups, planning and reporting and will be responsible for ensuring that technical knowledge and resources are managed effectively within the organisation.

The major responsibilities for the position are:

- Support and build capacity of program and project members, especially work closely with GF9 member, project manager in the quality assurance measures in technical design, implementation, monitoring and evaluation of HIV/AIDS, and other health related projects;
- Represent CVN on HIV/AIDS and other health related working groups and provide feedback.
- Oversee the technical quality of resources, tools, reports and IEC related to HIV/AIDS and provide oversight in knowledge management.

### **Main duties:**

#### **1. Technical support and capacity building of health related program and project staff.**

- Assist health and health-related project staff in the design and implementation of health needs assessments and operational research to be integrated in the development of new evidence-based interventions in the health, social and community related fields and in the review of ongoing projects.
- Provide technical support to CARE's HIV/AIDS Technical Leaders Groups.
- Assist health and health-related project staff and local partners in the review, design and implementation of monitoring and evaluation framework at project and program level.
- Provide technical support to and build capacity of project staff in the health and community-based aspects of the projects as required. Ensuring that project staff then have increased capacity to provide adequate support to project partners in the targeted technical areas.
- Facilitate a process of reflection, learning and documentation of health programmes and health technical resources.
- Support health and health-related project staff in the writing of quality project reports.

#### **2. Public relations and Representation:**

- Represent CVN in HIV and other health-related working groups and sub-groups as appropriate.

- Ensure that research findings and lessons learnt from CVN HSP activities are appropriately shared with key partners and other interested groups.
- Provide timely feedback to the health team on health sector strategic and policy issues discussed through the sectoral working groups.

### **3. Resources development and resource management:**

- Develop and implement a process to review and revise existing technical tools and resources.
- Identify gaps in key technical areas and provide or leverage training, resources and professional tools to support quality programming.
- Facilitate technical leadership within CVN focusing staff on quality and best practice in the areas of HIV prevention, home based care, livelihoods for key populations, organisational development.
- Review project and program reports and presentations as needed to ensure technical and quality indicators are addressed effectively.

#### **Common responsibilities of CARE in Vietnam staff:**

- Demonstrated commitment to gender equity and diversity.
- Promote a safe and secure work environment; foster a safety and security culture; and ensure consistent application of, and compliance with, CARE Vietnam safety and security policies and procedures.
- Willingness to be part of the Emergency Response Team: whenever a natural disaster happens in Vietnam, the CARE Vietnam Country Director may call on staff members to provide support in the emergency response
- Other duties as assigned.

#### **Selection Criteria:**

1. University and/ or advanced degree in fields relevant to public health;
2. A minimum of ten years project/program experience working in at least one, or more, of the following fields:
  - HIV/AIDS home based care
  - Community based harm reduction programmes
  - HIV prevention programming targeting sex workers, drug users and/or men who have sex with men.
3. A minimum of three years working in international development programs.
4. Demonstrated experience in the design, implementation, monitoring and evaluation of HIV and/or community health projects.
5. Experience in national staff capacity building.
6. Excellent written and verbal communication skills in Vietnamese and English.
7. Previous experience with international or local NGO or aid management organizations.
8. Demonstrated skills and practical experience in one or more of the areas of BCC, gender, advocacy and M&E would be a major advantage.
9. Previous experience working in Vietnam would be a major advantage.

**Child Protection:**

CARE International in Vietnam is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE International in Vietnam reserves the right to screen candidates to ensure a child-safe environment. Further information can be found in the CARE Vietnam child protection policy.

Interested candidates should send a full CV in English and stating the position title to email: [hoai.ttt@care.org.vn](mailto:hoai.ttt@care.org.vn). **Closing date to apply for this position: 1 October 2012**

The short-listed applicants will be contacted for interviews. Please no telephone contact after submitting the application.