

**Leadership, Management and Governance – Transition Support Project (LMG-TSP), Viet Nam**

**Position Description: Transition Project Coordinator (4 positions)**

**Overall Responsibilities**

Funded through USAID, the Leadership, Management and Governance (LMG) Project supports country health systems strengthening by addressing the gap in leadership, management and governance capacity of policy makers, health care providers and program managers to implement quality health services at all levels of the health system. The objective of the LMG-Transition Support Project (LMG-TSP) in Viet Nam is to develop and implement a transition process for a sustainable, country-owned HIV/AIDS response.

The LMG-TSP Transition Project Coordinator position is responsible for supporting planning and implementation of the LMG-TSP, particularly focusing on key provinces receiving US Government support for HIV/AIDS programming. S/he will play a critical role in supporting an evidence-based transition approach to inform the policies, coordination and planning required for a successful transition process. There will be four (4) Transition Project Coordinators working as a team under the supervision of the Deputy Project Director and Project Director.

Ideal candidates will possess good understanding of the Vietnamese health sector at the national and provincial levels, and have the ability to collaborate with many partners, including implementing agencies and provincial authorities.  Candidates should also be familiar with PEPFAR and HIV/AIDS service delivery in Viet Nam. Good knowledge of the expectations and demands of USAID and other international donor agencies will be an added advantage. S/he is expected to have strong communication and facilitation skills and be able to work with, and provide technical assistance to, government institutions and partner organizations.

These four positions are based in Hanoi and require extensive travel to provinces (up to 50% time). Although each Transition Project Coordinator will primarily work with a set of selected provinces, s/he will require flexibility to support other provinces as needed.

In addition to providing support to selected provinces for the overall transition process, each Coordinator will possess at least one of the following set of skills in order to contribute more in-depth technical support to the project as a whole:

* Health financing
* Human resource management in the health sector
* HIV/AIDS epidemiology, and global best practices to prevent and treat HIV/AIDS
* Monitoring and evaluation
* Communications to build awareness and impact policy

The Transition Project Coordinator must be aware of, and adhere to, MSH procurement integrity standards in all activities and assures compliance with USAID and Vietnamese regulations and requirements.

**Specific Responsibilities**

1. Provide technical expertise for at least one of the key LMG-TSP support areas related to transition, namely: health financing; human resources; HIV/AIDS programming; M&E; communications.
2. Work closely with the US Government, the Government of Viet Nam, and implementing partners to build a collaborative relationship with and between stakeholders in two assigned provinces. The Transition Project Coordinator will plan for, and support the transition of, HIV/AIDS services and human resource capacity from PEPFAR-supported programs to the Government of Viet Nam.
3. Support the development of a provincial transition roadmap in two or more provinces, and provide ongoing support of its implementation.
4. Collect data on, and track progress towards, province transition, adapting/using the project’s transition benchmarks.
5. Gather key information to inform decision-making around transition, ensuring information is accessible to stakeholders.
6. Support operationalization of a Joint Transition Planning Structure, facilitating enabling environment between Provincial HIV/AIDS Steering Committee and VAAC and PEPFAR Provincial Leads. As part of this support, the Coordinator will:

* Participate in regular meetings between VAAC and PEPFAR Provincial Leads, gathering key information for decision-making.
* Communicate on a regular basis with the Provincial Transition Focal Point and Provincial HIV/AIDS Steering Committee.
* Closely collaborate with implementing partners to pool information for decision-making.

1. Visit Provincial service providers on a regular basis to keep them informed of transition processes and timelines and to understand how transition is influencing service delivery.
2. Provide on-the-ground technical assistance to Provinces to support the design and implementation of a health worker transition plan and to support the review of alternative funding options. Specifically, support the collection of HR-relevant data and continuously monitor HR inventory.
3. Inform guidance to be used for transition processes in other Provinces. Coordinate with other MSH and partner staff in the development and update of related materials as needed.
4. Maintain regular communication with the LMG-TSP Director and Deputy Director to ensure that all technical assistance needs are adequately addressed. Inform strategic communications with central GVN.
5. Engage and oversee work of external consultants as required.
6. Serve as a resource to the project’s sub-contractors.

**Qualifications**

1. Minimum of a Master’s degree in human resource management, organizational development, health or labor economics, public health administration or other relevant area.
2. Seven plus (7+) years of related experience
3. Experience working with Vietnamese health sector at provincial level
4. Strong understanding of the Viet Nam public sector.
5. Familiarity with PEPFAR and HIV/AIDS service delivery programs in Viet Nam.
6. Familiarity with US Government (including USAID) regulations and administrative procedures in the implementation of donor assisted projects (preferred).
7. Demonstrated ability to build and maintain relationships with senior-level colleagues, particularly interacting productively, proactively, and comfortably with Vietnamese and US government agencies, implementing partners, civil society organizations, donor organizations, and cooperating agencies.
8. Excellent interpersonal skills with demonstrated strategic agility, diplomacy, conflict management, team building, written and oral communication, and negotiation skills.
9. Proven record of aligning diverse, multi-level teams with project mission and vision.
10. Strong logistics and organizational experience.
11. Strong commitment to sharing knowledge, documenting experiences, and supporting creative initiatives.
12. Willingness to travel within Viet Nam as needed.
13. Excellent written and spoken English and Vietnamese required.

*Management Sciences for Health is an equal opportunity employer offering employment without regard to race, color, religion, sex, sexual orientation, age, national origin, citizenship, physical or mental handicap, or status as a disabled or Vietnam Era veteran of the U.S. Armed Forces.*

To apply for this position (deadline: 4th March 2013), please send cover letter and CV via email, fax or regular mail to***:***

25 Bui Thi Xuan, Hanoi, Vietnam

Fax: + 84 4 3 945-4563

Or email [mshhr@msh.org](mailto:mshhr@msh.org);

*Note: Early applications will be prioritized. Only short-listed candidates will be contacted for interviews.*