**VACANCY**

**JOB TITLE:** Community Programs Manager in Ho Chi Minh City

**POSITION SUMMARY:**

Location: Ho Chi Minh City

Employment type: Local, full time (100% FTE)

Duration: 1 year (extension to be based on performance and availability of funds)

Travel requirements**:** Frequent travel throughout HCMC and infrequent travel for knowledge sharing in VN

**BACKGROUND:**

**Friends for International TB Relief (FIT)** is a registered non-profit organization working in the field of TB prevention and care service delivery, research, technical assistance and advocacy. FIT is a young, dynamic and growing organization. We work in close collaboration with Provincial and National TB Programmes and other in-country partners to implement projects funded by the Stop TB Partnership’s TB REACH initiative, USAID, US CDC, CDC Foundation and other donor agencies. We also have multiple active research partnerships with academic institutions, including with the Liverpool School of Tropical Medicine in the UK and the Karolinska Institutet in Sweden. FIT staff have supported the implementation of other TB programs in South and Southeast Asia, and represented Viet Nam at multiple regional and international forums on TB technical assistance. Finally, FIT has represented civil society organizations from Viet Nam at regional events and at multiple events in the lead up to and during the United Nations High Level Meeting on TB in New York City. For more information, please visit www.tbhelp.org.

**JOB RESPONSIBILITIES:**

**Partner Management**

* Meet with Provincial-, District-, and Ward-level health staff to discuss implementation of community programs for TB;
* Obtain permissions for the implementation of grants from relevant authorities including the HCMC Department of Health and the People’s Committee;
* Create workplans and protocols that are acceptable for local government authorities for the implementation of mobile X-ray events, household contract tracing and community screening activities;
* Liaise with partners for the implementation of community-based TB active case finding, specifically regarding the establishment of activities, participant/community mobilization, trouble-shooting problems and low performance, and ensuring that deadlines are met and targets are achieved/exceeded;
* Ensure proper and timely distribution of monetary incentives to collaborators and partners.

**Program Management**

* Recruit and directly supervise the work output of several Program Officers;
* Manage implementation of mobile chest X-ray screening, household contact investigation, and latent TB testing and treatment in line with grant workplans;
* Ensure implementation of NTP guidelines in the community;
* Develop Standard Operating Procedures (SOPs) for chest X-ray screening and contact investigation;
* Communicate regularly with the district and ward level health staff to ensure consistent implementation of the project activities;
* Trouble-shoot productivity challenges in the community;
* Supervise the implementation of mobile chest X-ray screening events on weekends;
* Manage supplies of testing kits and consumables for active and latent TB testing;
* Share and explain data summaries developed by the M&E team with District TB Units, Provincial TB Hospitals, National TB Program, etc.;

**Training & Mentoring**

* Prepare engaging training materials, role-play scenarios and presentations for health workers;
* Train (and re-train) health workers on project SOPs and data collection systems;
* Provide more practical ‘on the job’ training at the commune level so health workers are able to maximize case detection and their performance-based incentives;
* Mentor staff based in the districts, maintaining regular communication with them about their challenges and performance;

**Data Management**

* Ensure complete capture of active case finding data in the Access to Care Information System (ACIS);
* Support the compilation of project data from districts and relay to the Monitoring and Evaluation (M&E) team;
* Illustrate and explain performance issues utilizing project data to District TB Officers and healthcare workers;
* Troubleshoot data quality issues in the field;
* Communicate any issues discovered during field visits to management in a timely manner;

**Reporting requirements**

* Prepare a weekly field visit report, detailing the work completed and planned;
* Ensure that all project administrative documents are accurately updated and maintained;
* Maintain detailed notes on project activities;
* Draft and review quarterly narrative reports in English and other project deliverables to international stakeholders;
* Coordinate with Finance & Accounting (F&A) department and administration to monitor project budgets and prepare finance reports based on generally accepted accounting principles, FIT guidelines and donor requirements;
* Meet quarterly reporting deadlines.

**Other**

* Ensure effective, timely responses to key stakeholder inquiries and concerns;
* Provide regular status update to supervisors and other key project stakeholders;
* Attend periodic meetings to report project progress;
* Communicate with FIT Directors and Managers about procurement needs;
* Assist with procurement of supplies for the project;
* Facilitate and accompany, if possible, project site visits by external parties;
* Assist in all aspects of the implementation of the interventions of the grant;
* Other activities requested by FIT Directors.

**JOB REQUIREMENTS:**

**Academic credentials**

* Bachelor’s degree in a field related to health, epidemiology, development, or management is required
* Master’s degree preferred

**Work experience**

* Minimum 5 years of relevant work experience and 2 years of project management experience required
* Extensive experience engaging with government agencies
* Health-related work experience is strongly preferred

**Professional qualifications**

* Self-motivated, independent working style
* Experience with personnel management
* Able to independently write reports and create presentations

**LANGUAGES REQUIREMENTS:**

* Fluency in Vietnamese and English (both written and verbal) is required

**APPLICATIONS SHOULD INCLUDE:**

* A cover letter written in Vietnamese or English
* An up-to-date, detailed Curriculum Vitae including a recent picture
* At least two employment references (Name, Phone Number, and Email Address)
* All applicants are requested to highlight their experience managing and motivating teams of people either in their CV and cover letter

**SEND APPLICATIONS:**

* By e-mail tohr@tbhelp.org
* Subject: “Application for Community Programs Manager in HCMC”
* No later than **15 October 2021**

Compensation and the final position grade will be commensurate with experience. Full benefits will be included in the compensation package. All applications will be carefully considered, but only short-listed applicants will be contacted and interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.

*FIT is an equal opportunity employer.*