



## JOB DESCRIPTION

Orbis Vietnam an international non-profit organization. Its mission is to use our amazing network of partners, supporters, staff and sector leading volunteers to empower local communities with the skills and resources necessary to fight blindness on their own. We work alongside eye teams in communities to provide training and guidance to leave a long-term eye care legacy that will restore vision for generations to come

Job Title:	Project Coordinator
Location:	Hanoi, Vietnam with frequent travel to the field
Type of Contract:	Fulltime
Length of Contract:	Twelve month rolling contract starting in early September 2021. To be renewed annually, subject to funding availability and performance.
Report to:	Program Manager

### Job Summary:

The Project Coordinator will be required to provide admin and program support to all program activities and report to the Project Manager (PM). In collaboration with all stakeholders and partners, the Project Coordinator will be providing admin/program and finance support to the PM related to the Santen and other related projects as required. This position will be expected to develop project workplan, budget, training materials, survey tools, collect, analyze data and other research related tasks.

In addition, the Project Coordinator will be responsible for managing the communication activities of the project such as branding, promotion, profiling and presence for the projects.

### Duties and Responsibilities:

- Assist Project Manager in making plans and budgeting for the project activities.
- Assist PM to coordinate and supervise the implementation of the Santen and other project in collaboration with local partners and the finance and HR team.
- Assist the PM to develop and strengthen partnership with local partner and key stakeholders, maintaining relationships with relevant authorities.
- Report to PM, liaise with the Admin/Finance Manager & Finance Officer.
- Produce monthly reports about the project activities, including observations and documentation of work while making recommendations to improve the project.
- Assist the Monitoring, Evaluation and Learning Manager to update monthly data into M&E frame for reporting to donors and Orbis M&E system
- Check payment document received from partners before submitting to finance
- Produce case stories for program reports and posted them on Orbis Vietnam facebook.

## Others

- Draft correspondence and support in sending the correspondence to the relevant partners
- Translate documents
- Provide logistics support in organizing trainings/workshops
- Other tasks as required.

## **Requirements:**

- Vietnamese citizen;
- At least 5 years working experience, preferably in eye health
- Proficiency in Microsoft Office (Word, Excel, PowerPoint);
- Proficiency in statistical software (Epi info, SPSS, STATA, etc...) is preferred;
- Master's degree in public health or Development Practice (is an advantage);
- Working experience in development sector, especially NGOs and community groups;
- Good working experience in the field;
- Strong background knowledge of eye health in Vietnam is preferred;
- Has skills in project management, presentation and communication;
- Knowledge in development and management of monitoring & evaluation plans;
- Understanding of and sensitivity to gender and cross cutting issues;
- Good knowledge of spoken and written Vietnamese and English;
- Ability to work in a team environment without direct formal hierarchy;
- Demonstrates flexibility, adaptability and initiative;
- Motivated team player who can manage his/her own project and provide support to team;
- Agree with Orbis' mission and want to contribute to improving eye health sector in Vietnam.

## **Skills and behaviors (Orbis Values)**

### *Trust:*

- Be honest, open and reliable, show integrity, respect and acceptance, believe in others

### *Care:*

- Listen and empathize, be responsible, clear and precise, be professional, humble and supportive

### *Commitment:*

- Be passionate and dedicated, deliver what you promise, commit 10% efforts



Changing the Way the World Sees.

*Accountability:*

- Be transparent, own your mistake
- Be responsible and look for solutions, resolve issues promptly

*Excellence:*

- Be creative, innovative and transformative, pursue best practices, be curious, celebrate team success, learn from both success and failure, seek continuous improvement

The interested candidate, please submit: A letter of interest; CV and Supporting documents (if any)

To:

**Orbis International in Vietnam**

R.303-304, E4B Building, Trung Tu Diplomatic Compound

#6 Dang Van Ngu St., Dong Da, Hanoi, Vietnam

Email: [admin.vietnam@orbis.org](mailto:admin.vietnam@orbis.org); [hue.nguyen@orbis.org](mailto:hue.nguyen@orbis.org) and Cc: [ngoc.pham@orbis.org](mailto:ngoc.pham@orbis.org)

The deadline for submitting the application will be **August 20, 2021**.

Only short-listed candidate will be contacted

Please follow us on [Orbis Vietnam | Facebook](#) to learn more about what we are doing.