

**JOB DESCRIPTION****Site Coordinator**

<b>Division:</b>	<b>Global</b>
<b>Department:</b>	<b>Asia Bureau</b>
<b>Country:</b>	<b>Vietnam</b>
<b>Supervisor Title:</b>	<b>Country Program Director</b>
<b>Prepared By:</b>	<b>Country Program Director, Finance and Admin Officer</b>
<b>Approved By:</b>	<b>Asia Bureau Chief</b>
<b>Deadline:</b>	<b>10 August 2025</b>

**Summary:**

The Site Coordinator is responsible for managing and overseeing smooth operation of HIV/AIDS programs at sites. The Site Coordinator will coordinate and collaborate with national and sub-national for supporting program implementation.

This position will manage and support all activities under the HIV Prevention, Care and Treatment at sites, target communities, and with all partners involved in the program. The Site Coordinator will be involving in planning, HIV/AIDS education, support supervision, implementation, mobilization and program monitoring.

**Essential Duties & Responsibilities:**

- Managing and monitoring the quality of existing HIVAIDS related program, identifying new areas for AHF operation in Vietnam;
- Providing technical support for partners in the area of HIV Testing, and Treatment, including training support and implementing;
- Conducting regular monitoring and evaluation of the project outlined in the work plans and keeping Country Program Manager informed of the quality, relevance and other important issues of the project to manage effective implementation to achieve targets of the set objectives;
- Conducting a situational analysis that provides information about treatment related projects or activities, including government prevention and treatment plans on various provinces of Vietnam;

- Updating HIV/AIDS physicians, nurses, and other staff at the testing and ARV treatment sites with the latest information on HIV testing, ART, counseling, adherence and other –related issues;
- Providing assistance and guidance to Provincial Health Authorities and testing and treatment sites and other partner agencies to analyze and use data from their monitoring and evaluation system to make informed decisions on ARV treatment related activities;
- Leading and/or assisting in the planning and scheduling of trainings, workshops, presentations and other events;
- Developing and maintaining databases;
- Participating to the development of project proposal, recourses and material on HIV/AIDS;
- Assisting with information sharing and networking among partners;
- Performs other duties as required by CPD.

#### **Participation in AHF Meetings/Committees:**

- Participates in the monthly staff meeting, quarterly meeting and other meetings as assigned.

#### **Supervisory Responsibilities:**

Carries out supervisory responsibilities in accordance with the AHF's policies and applicable laws. Responsibilities include participation in orientation and training of staff; assigning and directing work.

#### **Education and/or Experience:**

- Master Degree in Public Health or equivalent;
- At least 5 years experiences in community - based health programs and HIV/AIDS area;
- Program management and organizational development experience and experience working with care and treatment issues is helpful;
- Experience in conducting/facilitating trainings/workshops;
- Experience in supervising staff and acting as a liaison to relevant ministries and stakeholders.

#### **Computer/Software Skills & Abilities:**

Proficiency with the Microsoft Office – Word processing, databases, spreadsheets, presentation software, Internet research and electronic mail use.

#### **Language Skills:**

- Fluency in English required.
- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

- Ability to effectively present information and respond to questions from political groups, government agencies, private contributors, and the general public.

### **Other Skills & Abilities/Qualifications:**

#### ***Communication Skills***

- Good communication and interpersonal skills;
- Ability to read and interpret documents such as policy documents, safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to write routine reports and correspondences;
- Ability to speak effectively before groups of employees or other people.

#### ***Mathematic Skills***

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, percent, draw and interpret graphs.

#### ***Reasoning Abilities***

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations;
- Ability to work under pressure and meet deadlines;
- Make decision and solve problems in complex situations.

#### ***Other Skills and Abilities***

- Must be able to travel within the country of Vietnam;
- Needs to be sensitive to patient population and issues surrounding HIV/AIDS;
- Ability to prioritize tasks in a rapidly changing environment;
- Ability to prepare reports, provide team leadership and guidance;
- Be a strategic thinker, have good organizational and planning skills and ability to prioritize tasks and work quickly and accurately to meet deadlines;
- Ability to communicate effectively in English in a variety of settings such as staff meetings, discussions with partners, and training workshops;
- Flexible, proactive and able to organize work independently as well as work in a team.

### **Certificates, Licenses and Registrations:**

- Holding degrees or certificates from recognized a university.

**Application Procedures:** Interested person should submit a letter of interest in English, a C.V (with photo) and copies of education qualifications and others relevant certificates to [uyen.mai@ahf.org](mailto:uyen.mai@ahf.org). No telephone contact please.

**Selection Process:** Only short-listed applicants will be contacted for an interview.