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## SCOPE OF WORK

### Flying Eye Hospital Project Coordinator

#### PROJECT BACKGROUND

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Orbis International works around the world to prevent blindness and restore sight for children and adults in places where eye care is out of reach. Our mission is to preserve and restore sight by strengthening the capacity of local institutions in their efforts to prevent and treat blindness. Our goal is a world in which no one is needlessly blind, where quality eye care is available to everyone. Since 1982, ORBIS has treated and transformed the lives of more than 10 million people in 87 countries.

Orbis has been working in Vietnam since 1996, supporting the country's efforts to prevent and treat avoidable blindness, especially among children, marginalized rural communities, and people at high risk of eye diseases. Orbis established a permanent office in Vietnam in 2003.

Orbis Vietnam works closely with the Ministry of Health, medical universities, eye care institutions and other stakeholders to strengthen the overall eye health system of the country. Orbis also implements training programs including both online and in-person trainings that are building the skills of entire eye care teams across the country – from health workers in rural clinics to eye surgeons in urban centers.

The Flying Eye Hospital (FEH) will be implementing a project in Da Nang, Vietnam, from July 20 to August 7, 2026. Through this three-week project, the Flying Eye Hospital (FEH) simulation and surgical project will focus on training ophthalmologists, anesthesiologists, ophthalmic nurses, eye care professionals in-training, and biomedical engineers and technicians. It is essential that Orbis employ a short-term FEH Project coordinator to support administrative and logistical tasks for smooth project implementation.

#### SCOPE OF WORK

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- 1) *Assist in the logistics and co-ordination of the FEH project, including but not limited to:*
  - a. *Coordinating local transport and accommodation arrangements for participants and visitors, during planning visits and the FEH project*
  - b. *Coordinate logistics for customs and immigration permissions required for the project*
  - c. *Setting up meetings with relevant authorities and maintain communications*
  - d. *Attend meetings regarding FEH with relevant stakeholders including local hosts, Da Nang Eye Hospital, Ministry of Health, Ministry of Finance, Aviation Authorities, and other relevant parties to ensure understanding of protocols and procedures*



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- e. *Oversee and manage in-country temporary medical licensing for Orbis staff and Volunteer Faculty*
- f. *Coordinate logistics arrangements as they relate to project preparation and implementation*
- g. *Organize participation of project translators, prospecting and securing contracts if needed.*
- h. *Execute translation of critical project documentation and/or coordinate with external written translation teams*
- i. *Prepare meeting minutes and reports for all project phases*
- j. *Conduct necessary post-project administration when the FEH project is completed*

*Any other duties as requested and/or approved by the hiring manager. The Coordinator will submit monthly reports to the Program Manager, FEH, and Orbis Vietnam Senior Finance & Operations Manager detailing activities, action items, and follow-up plans, including the following topics:*

- *Clinical Organization*
  - *Coordination and identification of learners for different training tracks*
  - *Identify location of learners for logistics preparations*
  - *Confirming space for training activities*
- *Logistics*
  - *Airport coordination*
  - *Immigration*
  - *Customs*
  - *Transportation*
  - *Catering*
- *Communications*
  - *Logistics planning for communication activities*
  - *Point of contact with reporters and ministries in Vietnam*
- *Project Management*
  - *Invitations and Partnership Agreement*
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*Other reports may be requested by the FEH Program Manager or Orbis Vietnam Senior Finance & Operations Manager.*

*The Coordinator will start working parttime in April, 2026 (maximum 20 hours per week), from May 1<sup>st</sup>, 2026, to August 12<sup>th</sup>, 2026 (for full time work).*

## **WORKING RELATIONSHIPS**

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**Working relationships:** Flying Eye Hospital Team, Orbis Vietnam Team, learners and administrative staff at Da Nang Eye Hospital, Vietnamese Ministries and other government authorities, and other partners.

### **Hiring Manager**

57 Vanderbilt Ave.  
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Meryem Altun, Program Manager, Flying Eye Hospital

**Supervisors:**

Meryem Altun, Program Manager, Flying Eye Hospital, and Bui Thi Van Anh, Orbis Vietnam Senior Finance & Operations Manager

**QUALIFICATIONS, EXPERIENCE, AND SKILLS**

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- Bachelor's degree or equivalent in public health, statistics, administration, economics, international affairs, social science, or international development.
- Experience in coordinating and managing large list of project logistics
- Written fluency in Vietnamese and English
- Excellent organizational skills: ability to manage multiple assignments and competing priorities
- Excellent oral communication and skills to present information and respond to questions effectively
- Experience and knowledge of the management and organization of public and private institutions, logistics, respectful and extremely responsible in the fulfillment of deliverables.
- Must be diligent with deliverable timelines.
- Must be able to travel locally and domestically (up to 30%)

**HOW TO APPLY**

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Please send your motivation letter and CV to the email [admin.vietnam@orbis.org](mailto:admin.vietnam@orbis.org). The email subject should be "Application for the FEH Project Coordinator"

Deadline for submission: April 9, 2026

Only shortlisted candidates will be contacted for an interview.

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

To learn more about Orbis International, go to <http://www.orbis.org>

*Orbis is an Equal Opportunity Employer.*

*As a global organization, we welcome qualified applicants from diverse backgrounds and cultures who reflect the five Orbis values of Trust, Caring, Commitment, Accountability, and Excellence.*