

Terms of Reference

Project Assistant

Position/Title: Project Assistant

Base Location: Hanoi, Vietnam, primarily based at the Vietnam Administration of Disease Prevention (VADP), with travel to project province(s) as required

Duration: One year, with possible extension depending on performance and funding availability

Reports to:

- Head of NCD and Nutrition Department, VADP
- Senior Program Manager, CHAI

Background

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low- and middle-income countries. We work at the invitation of governments and the private sector to support them in creating and sustaining high-quality health systems.

CHAI was founded in 2002 in response to the HIV/AIDS epidemic with the goal of dramatically reducing the price of life-saving drugs and increasing access to these medicines in the countries with the highest burden of the disease. CHAI partners with governments and stakeholders to prevent and treat infectious diseases, including COVID-19, malaria, tuberculosis, and hepatitis. Our work also spans non-communicable diseases (NCDs) including diabetes and hypertension, maternal and child health, nutrition, vaccine delivery, health financing, and digital health. Across all programs, CHAI's approach emphasizes sustainable, government-led solutions that can be scaled nationally, with lessons shared globally.

Established in Vietnam in 2006, CHAI initially supported national efforts on HIV/AIDS and subsequently expanded its work to tuberculosis, malaria, and immunization, before extending support to NCDs. Across these programmatic areas, CHAI serves as a technical partner to the Ministry of Health and its partners, supporting the design and implementation of integrated, resilient, and people-centered health interventions, with a strong focus on health systems strengthening and digital health.

CHAI Vietnam, in collaboration with the Vietnam Administration of Disease Prevention (VADP) and provincial health authorities, is implementing an NCD initiative to improve access to essential NCD commodities and expand integrated screening and management services at commune health stations.

VADP serves as the national technical focal point of the project, providing overall technical guidance, coordinating with provincial health authorities, and overseeing the implementation of NCD activities. VADP also plays a key role in ensuring alignment with national NCD strategies and supporting the integration of project interventions into the public health system.

To support effective and coordinated project implementation, CHAI is seeking a Project Assistant based in VADP to serve as the primary liaison between VADP, CHAI, and the provincial Center for Disease Control (CDC). The Project Coordinator will ensure smooth day-to-day coordination, monitor implementation progress, and facilitate timely communication and decision-making across all three parties.

Main Responsibilities

1. Coordination and liaison support

- Serve as the primary coordination point between VADP, CHAI, and the provincial health authorities (Provincial Department of Health – DOH and CDC) to ensure alignment on project objectives, activities, and timelines.
- Facilitate regular information exchange between CHAI and VADP, including scheduling meetings; preparing agendas, document proceedings, and tracking follow-up actions.
- Proactively identify and flag coordination issues, delays, or follow-up needs to the line manager and relevant stakeholders in a timely manner.
- Support VADP and CHAI in preparing official correspondence, meeting materials, and routine implementation updates related to project implementation.

2. Project Implementation Support

- Support the planning and execution of project activities in line with approved work plans, ensuring activities are delivered on time, within scope, and to a high standard of quality.
- Coordinate field visits, supportive supervision missions, and technical assistance activities, including logistical arrangements and preparation of briefing materials.
- Contribute to documentation of lessons learned, best practices, and case studies to support knowledge sharing.
- Compile routine implementation updates from VADP, provincial, and commune levels.

3. Data, Documentation, and Reporting

- Coordinate data collection activities at provincial and commune levels, ensuring completeness and consistency of data before submission.
- Compile and synthesize project data for periodic progress reports, donor reports, and internal monitoring purposes.
- Maintain organized project documentation, including databases and administrative records, in both digital and physical formats as required.
- Support the preparation of analytical outputs such as presentations, briefs, and other communication materials for internal and external audiences.

4. Stakeholder Engagement

- Provide logistical and content support for trainings, workshops, and technical consultations organized under the project.
- Support the development and adaptation of training materials and other related project documents as needed.
- Base at the VADP office to ensure smooth coordination of project activities and timely communication with all relevant stakeholders.

5. Other Support

- Provide additional coordination, administrative, or implementation support to related project activities, as assigned by the line manager, based on program needs.
- Engage and contribute to other CHAI's program and activities as assigned by line manager.

Skills and Experiences

Required:

- Bachelor's degree in public health, social sciences, business administration, or related field.

- Fluent in written and spoken Vietnamese; working proficiency in English sufficient for drafting reports and participating in professional meetings.
- Have knowledge and experience on project monitoring and reporting
- Experience in logistics, meeting coordination, documentation, and project follow-up
- Proficient in Microsoft Word, Excel, and PowerPoint; able to compile and present data clearly.
- Strong organizational skills, attention to detail, and the ability to manage multiple concurrent tasks.
- Ability to work both independently and collaboratively, and to communicate effectively across different stakeholders.
- Good interpersonal and communication skills, with the ability to work effectively with different stakeholders.
- Experience in logistics, meeting coordination, documentation, and project follow-up.

Preferred:

- Prior experience working in or coordinating with VADP, provincial health authorities, or other Ministry of Health counterparts.
- Have direct experience in NCD prevention, control, or management, including medicines and screening programs.
- Familiarity with Vietnam’s health system and administrative process.
- Experience in project coordination within an NGO, international organization, or development partner setting.
- At least one year experience on project management, working on multi-stakeholder projects involving government health agencies at national and/or sub-national levels.

Application

Interested candidates should submit a CV and a *one-page cover letter* that specifies the position and explains why they are the right fit. *Three reference contacts* should be included. Applications should be sent to vietnamjobs@clintonhealthaccess.org with “Project Assistant – NCD” indicated in the subject line **before 8 June 2026**. CV will be reviewed and assessed on a rolling basis and closed when a candidate is identified. Only shortlisted candidates will be contacted for an interview.