

Job Description

Position/Title: Technical Consultant

Location: Hanoi, Vietnam

Duration: Expected 5 months, part-time

Reports to: Senior 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. In Vietnam, CHAI has partnered with the Ministry of Health and national programs since 2006 across HIV, tuberculosis, malaria, immunization, digital health, and more recently, non-communicable diseases (NCDs).

Under the RESist-NCD project, CHAI Vietnam is working with the Vietnam Administration of Disease Prevention (VADP), local authorities, and technical partners to support strengthening NCD screening, early detection, and management activities at the primary health care level.

VADP is currently leading the review, update, and finalization of technical guidelines related to NCD screening, early detection, management, and prevention at the community level. CHAI, together with WHO and relevant technical partners, is providing technical support for this process.

To support the above activities, CHAI plans to recruit a part-time technical consultant to work with VADP and technical expert groups in reviewing documents, consolidating technical feedback, and editing and finalizing materials for the consultation and approval process.

Objectives and Scope of Work

Provide technical support to VADP and CHAI in the development, review, finalization, and submission for approval of national technical guidelines related to community-based NCD prevention and control.

Specifically, the consultant will work with VADP, CHAI, WHO, and relevant experts to:

1. Support Document Review and Guideline Development

- Review and synthesize WHO guidelines, recommendations, and existing Ministry of Health technical documents related to NCD prevention and control.
- Support VADP and collaborate with the expert group in developing, reviewing, and finalizing technical documents as required by VADP, including:
 - Guidelines for integrated NCD and mental health screening and early detection at the community level;
 - Guidelines for community-based NCD prevention and management.

2. Support Consultation, Feedback Consolidation, and Document Finalization

- Assist in preparing technical documents, reference materials, and technical content for review and peer discussion at technical meetings, workshops, and consultation activities.
- Support VADP in preparing and finalizing documents for soliciting feedback from provinces, technical units, and relevant stakeholders as required.
- Consolidate feedback and comments; support VADP in reviewing, revising, and finalizing documents to ensure completeness, consistency, and appropriateness prior to submission to the competent authority for review and approval.

3. Support Technical Coordination and Finalization of Approval Dossiers

- Support VADP and CHAI in coordinating with central-level experts, technical institutions, and relevant stakeholders throughout the development, consultation, and finalization of national technical documents.
- Assist in preparing dossiers, explanatory documents, feedback response matrices, and related materials for submission to the competent authority for review and approval.
- Support technical revisions arising during the appraisal process, feedback, or finalization requests from the competent authority.
- Maintain regular coordination with VADP and CHAI to ensure timely information updates. Contribute to other relevant CHAI activities when requested, in line with the consultants' expertise, contract scope, and program needs.

Qualifications

- University degree in medicine; postgraduate qualifications preferred.
- At least 10 years of experience in medicine or public health, with a preference for experience in the field of non-communicable diseases.
- Experience working with the Ministry of Health, national programs, government agencies, or international organizations in the health sector.
- Prior involvement in developing or supporting the development/training of at least three Ministry of Health-level legal normative documents, technical guidelines, or technical documents, including in the area of NCD prevention and control.
- Strong skills in document review, evidence synthesis, information analysis, and technical report/document writing.
- Ability to read and use specialized English-language materials for technical document development.
- Good organizational skills, attention to detail, and ability to manage multiple tasks simultaneously under tight timelines.
- Ability to work independently and collaborate effectively with multiple expert groups, government agencies, partners, and stakeholders.

Working Arrangements

- The consultant will work part-time under the management of CHAI and technical coordination of VADP, in close collaboration with relevant technical partners.
- VADP is the lead agency for technical review, consultation, and approval process for the technical guidelines.
- The workplan, implementation timeline, and deliverables will be agreed upon by VADP, CHAI, and the consultant prior to commencement.
- Consultant selection and contracting will be conducted jointly by CHAI and VADP.
- The expected workload is approximately 10–12 working days per month over the contract period from the effective date of the contract through December 31, 2026.

How to Apply

Interested applicants are invited to submit the following:

- An updated CV;
- A brief cover letter describing relevant experience and suitability for the consultancy position, particularly with regard to technical guideline development, NCDs, and experience working with health regulatory authorities;
- A proposed consultancy fee;
- Contact information for three professional references.

Please send your application to: vietnamjobs@clintonhealthaccess.org, with the subject line: “**Technical Consultant – NCD**” by **June 10, 2026**.

Applications will be reviewed on a rolling basis, and the recruitment process may close early upon identification of a suitable candidate. Only shortlisted candidates will be contacted.