

Terms of Reference

Program Manager

Position/Title: Program Manager (focused on HIV/TB and Hepatitis)

Base Location: Hanoi, Vietnam, with travel to project province(s) as required

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

Reports to: Senior Program Manager, and/or designated line manager, CHAI

Background

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

CHAI began working in Vietnam in 2006 and has since partnered closely with the Ministry of Health and national programs across HIV, tuberculosis, malaria, immunization, digital health, and non-communicable diseases. In infectious diseases, CHAI has supported national efforts to improve access to prevention, diagnostic, treatment, and care services, including work on HIV prevention and treatment optimization, tuberculosis diagnosis and case finding, hepatitis C access, and the introduction of new health products and service delivery models.

CHAI Vietnam works in collaboration with the Vietnam Administration of Disease Prevention (VADP), provincial Centers for Disease Control (CDCs), health facilities, community-based partners, and CHAI global technical teams to support the implementation of infectious disease programs in Vietnam. Current and upcoming priorities include strengthening HIV, TB and hepatitis related services, supporting the introduction and scale-up of new products and service delivery models; and facilitating implementation with national and sub-national partners. Lenacapavir based PrEP is one of the key new initiatives under this broader portfolio.

CHAI is seeking a Program Manager to lead the implementation of all active projects under CHAI Vietnam's infectious disease portfolio, with priority focus on HIV, TB, and hepatitis to further expand CHAI's impact. The Program Manager will also be expected to contribute to the development of broader strategy and plan of CHAI in Vietnam. The position will be based in Hanoi, reporting directly to the Senior Program Manager and may require domestic and international travel up to 25% of the time.

Main Responsibilities

1. Program management

- Manage day-to-day implementation of CHAI-supported infectious disease projects in Vietnam, with priority focus on HIV, TB, and hepatitis, ensuring activities are delivered in line with approved workplans, timelines, budgets, donor requirements, and CHAI procedures.
- Lead the development, updating, and monitoring of project workplans, operational plans, budgets, implementation trackers, and internal reporting tools.
- Coordinate with VADP, provincial CDCs, health facilities, community-based organizations, donors, and CHAI regional/global teams to ensure coherent and timely project delivery.

- Support preparation and follow-up of project documents, including project approval dossiers, implementation plans, official letters, meeting materials, donor updates, and technical or programmatic reports.
- Monitor implementation progress, identify bottlenecks and operational risk and work with VADP, provincial partners, and CHAI teams to develop practical and timely solutions.
- Manage project budgets and track expenditures in close collaboration with CHAI finance and operations teams, ensuring compliance with donor requirements and CHAI policies.

2. Technical Support

- Coordinate technical and operational support for priority infectious disease activities, particularly in HIV, TB, and hepatitis, based on program needs and available funding.
- Work with CHAI regional and global technical advisors to translate technical recommendations into practical implementation plans, monitor progress, and ensure project outputs are delivered on time and with quality.
- Support documentation of lessons learned, implementation challenges, and good practices to inform policy discussions, future scale-up, donor reporting, and resource mobilization.

3. Stakeholder coordination and representation

- Serve as the key liaison between CHAI, VADP, provincial CDCs, health facilities, community-based organizations, CHAI global technical teams, donors, and other relevant partners.
- Build and maintain strong working relationships with government, facility-level, community, donor, and technical partners involved in HIV, TB, hepatitis, and broader infectious disease programming.
- Coordinate regular communication and follow-up with national and provincial partners to ensure alignment on priorities, implementation progress, risks, and required actions
- Represent CHAI in technical working groups, coordination meetings, and policy related discussions with government and donors.
- Facilitate effective communication and knowledge sharing between CHAI's Vietnam country team and CHAI global technical teams.

4. Team management and crossed team cooperation

- Manage and coordinate day-to-day work across CHAI staff, consultants, and technical teams involved in assigned projects, ensuring clear roles, timely follow-up, and effective internal communication.
- Supervise, coach, and support the development of direct reports or project staff, in line with CHAI's people management principles.
- Work closely with CHAI operations, finance, and administrative teams to ensure project activities are implemented in compliance with CHAI procedures and donor requirements.

5. Program Development and Fundraising

- Work closely with the Country Director, Senior Program Manager and CHAI's regional and global teams to maintain and further develop CHAI Vietnam's infectious disease portfolio, with priority focus on HIV, TB, and hepatitis.
- Monitor changes in national policies, donor priorities, new evidence, and implementation needs to ensure CHAI's support remains relevant and responsive.

- Identify opportunities to strengthen, adapt, or expand CHAI's support based on government priorities, donor interest, program learning, and emerging public health needed.
- Lead or contribute to concept notes, funding proposals, donor engagement, and resource mobilization efforts for HIV, TB, hepatitis, and related infectious disease initiatives.

6. Contribution to CHAI's Vietnam strategy development

- Contribute to CHAI Vietnam's broader strategic planning by sharing program learning, identifying cross-program opportunities, and supporting the development of new initiatives.
- Support alignment of infectious disease work with CHAI Vietnam's broader priorities in health systems strengthening, data use, market access, primary health care, and sustainable government-led implementation.

Qualifications

Required

- Advanced degree in public health, medicine, social sciences, health policy, or a related field; or equivalent relevant professional experience.
- At least 5 years of relevant work experience in program management in a global health or development program management, preferably in infectious diseases and/or health systems strengthening in Vietnam.
- Strong understanding of Vietnam's health system, including the role and working procedures of the Ministry of Health, VADP, provincial CDCs, health facilities, and community-based partners.
- Strong knowledge of one or more infectious disease areas, preferably HIV, TB, and/or hepatitis, including national program implementation and relevant service delivery models in Vietnam.
- Demonstrated experience managing and implementing donor-funded health projects with government counterparts at national and/or provincial levels.
- Familiarity with government procedures for project approval and implementation at national and provincial levels, including procedures and documentation required for importation of donated medicines or health commodities.
- Strong project management skills, including work planning, coordination, budgeting, follow-up, reporting, and problem-solving.
- Strong interpersonal skills and ability to build and maintain effective relationships in a multicultural, multi-stakeholder environment.
- Excellent communication and stakeholder engagement skills in Vietnamese and English, with proficient in Excel, PowerPoint, and Word.
- Ability to manage multiple workstreams simultaneously under time pressure and deliver high-quality results on tight timelines.

Preferred

- Prior experience working directly with national government health institutions in Vietnam, particularly VADP, national HIV/TB/hepatitis programs, or provincial CDCs.
- Experience supporting introduction of new health products, service delivery models, or public health innovations.

- Experience supporting proposal development, resource mobilization, and donor reporting.

Application

Interested candidates should submit a CV and a cover letter (no more than one page) describing their relevant experience and motivation for the role.

Applications should be sent to vietnamjobs@clintonhealthaccess.org with "**Program Manager - HIV**" indicated in the subject line by **20 July 2026**.

Applications will be reviewed on a rolling basis, and the position will be closed once a suitable candidate is identified. Only shortlisted candidates will be contacted for interview.