

JOB DESCRIPTION #CB9461

POSITION: Program Coordinator - Vietnam
PROJECT: FANTA-2
DURATION: December 2009–June 2011
SUPERVISOR: Country Program Manager
GRADE: 7.1

PROJECT SUMMARY

FANTA-2 works to improve nutrition and food security policies, strategies and programs through technical support to the U.S. Agency for International Development (USAID) and its partners, including host country governments, international organizations and NGO implementing partners. Focus areas for technical assistance include maternal and child health and nutrition, HIV and other infectious diseases, food security and livelihood strengthening, and emergency and reconstruction. FANTA-2 develops and adapts approaches to support the design and quality implementation of field programs, while building on field experience to improve and expand the evidence base, methods and global standards for nutrition and food security programming. The project, funded by USAID, is a 5-year cooperative agreement.

POSITION SUMMARY

Based in Hanoi, Vietnam, and under the direction of the Country Program Manager based in Washington, DC, the Program Coordinator will manage FANTA-2's technical assistance to USAID/Vietnam and its partners to strengthen the integration of food and nutrition into the national response to HIV. This will include working with the National Institute of Nutrition (NIN) to develop national nutrition and HIV guidelines, training, and counseling materials in coordination with other stakeholders and supporting U.S. President's Emergency Plan for AIDS Relief (PEPFAR)/Vietnam partners in planning and implementing nutrition and HIV activities. The initial contract period is December 2009 through June 2011, renewable contingent on funding.

ESSENTIAL JOB FUNCTIONS

- Manage and coordinate FANTA-2's technical assistance activities in Vietnam, working closely with the FANTA-2 Country Program Manager in Washington DC.
- Coordinate with PEPFAR/Vietnam, the Ministry of Health (MOH), NIN, UN agencies, and other partners on nutrition and HIV activities.
- Facilitate coordination between NIN, which implements the National Nutrition Program, and the Vietnam Administration of HIV/AIDS Control (VAAC) and Provincial AIDS Action Committee (PAAC), which implement the National HIV Program, on nutrition and HIV activities supported by FANTA-2.
- Support NIN in establishing a Nutrition and HIV Sub-committee under the Nutrition Partnership Group to strengthen Government of Vietnam coordination and guidance of nutrition and HIV activities and provide access to expert opinion and input.
- Support NIN in developing national guidelines for food and nutrition assistance programming for people living with HIV (PLHIV), including HIV-positive pregnant and lactating women, in coordination with UNICEF and other Nutrition and HIV Sub-committee members.
- Support NIN in implementing a national nutrition and HIV training plan, including developing a national curriculum and facilitating training of trainers and health care providers in PEPFAR-supported sites.
- Support and coordinate assessments to inform national guidelines and other nutrition and HIV interventions, including an assessment of the prevalence of acute malnutrition among PLHIV and

orphans and vulnerable children (OVC) to inform programming for treatment of clinically malnourished clients.

- Support the development, stakeholder review, field testing, and dissemination of job aids and counseling materials on nutrition and HIV, including infant and young child feeding in the context of HIV.
- Identify opportunities and plan mechanisms to 1) meet the specialized food needs of clinically malnourished PLHIV and OVC, especially children under 2, in PEPFAR-supported sites, 2) strengthen nutrition assessment and counseling for HIV-affected and -infected children, and 3) incorporate nutrition and HIV content in nursing and medical school curricula.
- Work with NIN and UNICEF to harmonize guidelines for assessment and counseling of pediatric ART clients and OVC with guidelines for integrated management of acute malnutrition (IMAM).
- Work with NIN to develop specifications for micronutrient supplements for PLHIV and OVC whose diets are inadequate to meet basic vitamin/mineral requirements.
- Work with NIN, UNICEF, and other Nutrition and HIV Sub-committee members to review national infant feeding guidelines in the context of HIV and recommend updates in line with current global guidance.
- Respond to requests from PEPFAR/Vietnam and other stakeholders for technical inputs to strategies, programs and policies on nutrition-related issues. strengthen clinical and community nutrition interventions for PLHIV.
- Contribute to FANTA-2 quarterly and annual reporting and annual work planning for Vietnam.
- Provide periodic updates to PEPFAR/Vietnam on FANTA-2 activities and contribute to USAID and PEPFAR reporting requirements for these activities.
- Carry out other tasks as needed.

EDUCATION

Advanced degree in nutrition, medicine, or related public health discipline

EXPERIENCE

- At least 7 years of work experience, including experience in nutrition, health, or HIV programs involving technical assistance, program design and management, policy development and analysis, or monitoring and evaluation
- Experience with health and nutrition issues in Vietnam strongly preferred
- Familiarity with USAID-funded projects and programs
- Experience working closely with ministries of health and government health systems
- Experience in technical, financial, and administrative management of country technical activities such as development of guidelines and training

SKILLS

- Knowledge of nutrition care for PLHIV, ideally including the food by prescription approach
- Strong management skills
- Fluency in spoken and written Vietnamese
- Excellent English writing skills, with demonstrated ability to write effectively for a range of audiences and purposes, e.g., tools and materials for health service providers, guidelines, work plans, training materials, and reports
- Strong oral presentation skills on technical topics for varied audiences, including policy makers, program managers, service providers, and technical experts

- Ability to facilitate multi-stakeholder processes and effectively implement activities within complex government systems
- Initiative and ability to work independently
- Excellent interpersonal and organizational skills
- Ability to translate technical information into practical guidance and tools for program managers and service providers

SUPERVISORY RESPONSIBILITIES: N/A

WORKING CONDITIONS AND TRAVEL

- Ability to relocate to Vietnam if residing outside the country. Travel within Vietnam.

Interested applicants should apply online at www.aed.org (in the Careers section of the web site) or send resume with cover letter referencing position #CB9461 to: AED/HR, 1825 Connecticut Avenue, NW, Washington, D.C. 20009; or fax: (202) 884-8413. For additional information, visit our website at <http://www.aed.org>.

We thank all individuals for their interest in AED, however only those selected for interviews will be contacted.

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