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VACANCY NOTICE

Applications are invited from suitably qualified Vietnamese Nationals to fill the following vacancy:

Post Title	:	**Health Policy Specialist**
		(temporary position for a 6-month period)
Location	:	**Ha Noi**

Summary of the Post:

Under the general guidance of the Chief of Child Survival and Development section, responsible for the formulation, planning, design, implementation, evaluation and reporting of key non communicable disease and health financing and policy activities in Child Health Policy Support sub-project with Ministry of Health and Childhood Injury Prevention with MOLISA and of the overall supervision of the Health Systems Strengthening/Non Communicable Disease team, within UNICEF's Child Survival and Development (CSD) Program.

Throughout 2011 UNICEF will be further detailing its implementation strategy and Country Plan for 2012 – 2016. The temporary position will also be expected to give strategic guidance to the section chief as well as making links within the team to the heads of Maternal, Neonatal and Child health (MNCH), Water and Sanitation teams (WASH) and beyond to others sections.

Major duties and Responsibilities:

1. Be responsible for planning, implementation, monitoring, evaluation and reporting of key activities in Health Policy Support sub-project with Ministry of Health and Childhood Injury Prevention with MOLISA focusing on:

   a) Ensuring respective activities in AWP 2011 are implemented as planned;
   b) Ensuring adequate spending of resources toward achievement of the defined outputs and outcomes in CSD AWPs and closely monitor project financial expenditures;
   c) Undertaking monitoring of key project activities;

d) Attending and providing technical inputs to regular meetings with counterparts to review the implementation of AWP 2011 and at various policy fora if requested;
e) Contributing to development of Country Program Document 2012 – 2016 and participating in preparation of 2012 CSD AWPs with MOLISA and MOH;
f) Ensure linkages with cross-cutting issues such as equity, sub national implementation, evidence and partnerships;
g) Providing inputs to and finalizing donor reports/proposals and other office's annual reports;
h) Taking lead in drafting articles for publication;
i) Managing human resources for Health System Strengthening/Non-Communicable Disease team.

2. Provide technical inputs to and supervision of related key policy, strategy and legislation development frameworks as well as key studies and researches:

a) Joint Annual Health Review 2011 development;
b) Annual plan for 5 year health plan and development of Health Strategy period 2011 – 2020;
c) Finalization the National Programme on CIP initiated by MOLISA;
d) Review and finalization of the Viet Nam Injury Survey;
e) Integration of nutrition and neonatal and new born screening in health insurance packages;
f) Revision of Government Decision 139 – supporting poor and near poor;
g) Exploration and self-familiarization of new working areas in non-communicable diseases management in children and adolescent such as obesity, tobacco control and other areas as instructed by supervisors.

3. Strengthen linkages between CSD and PCFP and promote linkages between national and sub-national level while working with counterparts and other development partners:

a. Ensuring intervention on issues related to health insurance, CIP, CWD at national level are properly shared with PCFP colleagues and counterparts;
b. Facilitating convergence of interventions from national counterparts to PCFP provinces where and when possible;
c. Exploring possibility to partner with other development partners for co-interventions.

4. Quality and timely contribution provided to cross-cutting issues (equity, partnership and capacity building):
   a. Participate and contribute to office cross-cutting activities and meetings;
   b. Provide inputs to relevant documents on equity, partnership and capacity building.

5. Provide strategic and technical inputs to the implementation of One UN Plan and plans of other partners:
   a. Participate in relevant fora of various Programme Coordination Groups (PCGs) i.e, health system strengthening, non-communicable diseases etc.;
   b. Undertake joint field missions and participate regularly in the PCG meetings;
   c. Participate in/contribute to office wide activities.

Qualifications:

(a) EDUCATION

Advanced University Degree in Public Health and/or Nutrition.

(b) WORK EXPERIENCE

At least eight (8) years progressively responsible professional work experience at national and international levels in programme planning, management, monitoring, and evaluation in public health/nutrition.

(c) OTHER SKILLS AND ATTRIBUTES

- Knowledge of latest UNICEF policies and strategic options for Health and Nutrition;
- Analytical, negotiating, communication and advocacy skills;
- Ability to lead teams and give strategic policy advice;
- Good writing and advocacy skills;
- Knowledge of computer management and applications;
- Ability to work in an international and multicultural environment.

(d) LANGUAGES

Fluency in English and Vietnamese. Knowledge of French is an asset.

Note:

Closing date of receipt of applications: COB 20 April 2011.

Please send detailed resume/completed UN Personal History Form, application letter (in English) and a copy of degrees marked "***Confidential"*** to:

Human Resources Officer
UNICEF Viet Nam
81A Tran Quoc Toan Street
Ha Noi

Please indicate the title of the post on the top left corner of the envelope. Only short listed candidates will be contacted. Selected candidates will be entitled to a competitive salary and medical benefits.

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