

**The Danish Embassy is looking for a new project officer to support the Strategic Sector Cooperation in Health**

**Position:** Administrative project officer for energy and education

**Type of employment:** Full time, 2 years contract with potential for renewal

**Starting date:** 1 March 2024, or soonest thereafter

**Location:** Danish Embassy in Vietnam, 7th Floor, BIDV Tower 194 Tran Quang Khai Street, Lý Thái Tổ, Hoàn Kiếm, Hà Nội, Vietnam

**Deadline for application:** 18 February 2024. Interviews planned for 22-23 February 2024.

The Embassy is currently seeking a qualified candidate for the position of Project Officer to support the Danish sector counsellor in the Strategic Sector Cooperation (SSC) programme in Health. This role involves substantive and proactive project-related responsibilities, alongside traditional financial and administrative tasks.

We are looking for a candidate who can strike a balance between project-related tasks and administrative/financial responsibilities. The emphasis is on finding an individual with 5-6 years of relevant experience and a good understanding of the health sector in Vietnam, along with an existing knowledge of and network with key Vietnamese actors.

**Main tasks and responsibilities**

1. Project related tasks

* Facilitate the implementation of the SSC projects, including organizing, participating, and undertaking interpretation in meetings and missions with key partners and stakeholders
* Engage in daily written and verbal communication with key partners
* Carry out the translation of various documents, letters, emails, and other communications to ensure effective collaboration and understanding between stakeholders
* Monitor policy developments in the health sector
* Network with relevant counterparts and function as a sparring partner for the health counsellor regarding project strategies and stakeholder management for project success;

1. Financial tasks

* Manage all accounting needs of the SSC projects
* Operate the accounting system “Navision” in connection with SSC projects’ transactions
* Process bank payments
* Pursue monthly/quarterly settlement of outlays and debtors’ balance
* Issue invoices on CRM;

1. Administrative tasks

* Book hotels, transport, meeting rooms, etc.
* Administer the Danida Fellowship Centre scholarship programme (calls, applications, and interviews)
* Handle other administrative and ad-hoc tasks (procurement, etc.)
* Manage housing for the sector counsellor (lease contracts, logistics, etc.)

**Required qualifications**

* Masters or Bachelor Degree in Health Administration, Public Health, International Development, or a related field
* Preferably, working experience in similar tasks and with international projects/organizations
* Proficient in computer skills (Microsoft Office, etc.)
* Proficiency in English and Vietnamese (both oral and written)
* Accuracy, conscientiousness, high professional ethics, and personal integrity are crucial
* Strong planning and coordination skills, a structured mind-set, and a high sense of responsibility
* Ability to work independently and collaboratively in teams
* Experience with project-related financial/administrative responsibilities highly desirable

**We offer**

* An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks
* You will build a professional network of stakeholders and partners including international organisations, government institutions, consultants, and private sector
* A large degree of self-dependence and self-management
* Dedicated and warm colleagues and a family friendly work environment with flexibility to organize a balanced work-family life
* Flexible working conditions

**General provisions**

* Working hours will be 40 hours per week. Employment is on a local contract and based on the relevant legally binding local labour market rules of Vietnam. Salary in accordance with qualifications according to individual agreement
* The tasks to be performed may develop over time, and new tasks may be added to the job. This will in itself prompt neither a revised/new job description nor any changes of the employment conditions or salary. Employees are expected to demonstrate the flexibility required to obtain the most optimal handling of the Embassy’s portfolio. Particularly during vacation times, illness and vacancies such flexibility may be required

**Application and recruitment process**

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to ‘Embassy of Denmark’ at e-mail [hanamb@um.dk](mailto:hanamb@um.dk) clearly marked *Administrative/Financial Project Officer Health,* no later than 18 February 2024. Shortlisted candidates should expect a personality test and a short written assignment prior to interviews on 22-23 February 2024.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of gender, race, nationality, ethnic origin, religion/belief, disability, age and/or sexual orientation. Kindly notice that only short-listed candidates will be contacted. The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying ([Privacy Notice (um.dk)](https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy)). By sending your application, you actively consent to our processing of your personal information. In the abovementioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

**Questions**

For any questions regarding the position, please contact Ms. Katrine Riisgaard Pedersen ([katper@um.dk](mailto:katper@um.dk) // +84 913 270 371), Sector Counsellor for SSC on Health for general and administrative questions and Ms. Nhi Le Thi To, Senior Accounts Officer ([lltnhi@um.dk](mailto:lltnhi@um.dk) // +84 4 39352941) for questions regarding the financial tasks.

**About us**

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Vietnam and Laos. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 40 employees. For more information about the Embassy, see [www.vietnam.um.dk](http://www.vietnam.um.dk)