

Vacancy announcement

Position: Technical Officer (Policy) – Consultant

Number of Positions: 01

Organisation: International Union Against Tuberculosis and Lung Disease (The Union) - Tobacco Control Department

Location: Viet Nam

Duration: 1 January 2023 – 31 December 2023

Travel: As necessary

Organization Background and Viet Nam Program Overview:

We are a membership organisation, a technical organisation and a scientific organisation. We were established in 1920 and are led by people who are committed to our vision, mission and values. Our members are organisations and individuals from all parts of the world. We are made up of government and non-government agencies, charities, donors and funders, professional groups, patient groups and civil society organisations. We bring together clinicians, managers, policy makers, front-line workers and implementers, scientists, patients and survivors, advocates and civil society.

The Union's Vision: A healthier world for all, free of tuberculosis and lung disease

The Union's Mission: The Union strives to end suffering due to tuberculosis and lung disease by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no-one is left behind, people are treated equally and we have a focus on vulnerable and marginalised populations and communities.

The Union's Values:

- **Quality:** we deliver our services and products to the highest possible standards.
- **Transparency:** we are open and direct in our dealings.
- **Accountability:** we are responsible stewards of resources, deliver on our commitments, and are accountable to our stakeholders.
- **Respect:** we recognise people's intrinsic value and have due regard for the welfare, beliefs, perceptions, customs and cultural heritage of those we deal with.
- **Independence:** we seek to pursue our mission free from interference by conflicts of interest.

In Viet Nam, The Union has been working closely with the Viet Nam Tobacco Control Fund (VNTCF), Ministry of Health and other partners to provide technical support in different areas of tobacco control. One of the key areas of focus for The Union is strengthening the implementation and enforcement of the Tobacco Control Law. Through support to VNTCF and other partners, the Union aims to help generate well-informed decisions in enforcement operations. This includes mobilizing the participation of community in Tobacco Control (TC) Law enforcement through using a mobile application to report violations; building capacity for enforcers; and building political support for Tobacco Control Law and leadership in multi-sectoral Law implementation.

Job Summary:

The Technical Officer (Policy) will work under the supervision of The Union Technical Advisor in Viet Nam with strong support from The Union's Program Manager of the Tobacco Control Implementation Program. She/he will be based at VNTCF, Ministry of Health office and will work to provide technical support to VNTCF in policy making and implementation. She/he will be the key person to support VNTCF and other Union grantees in implementation of enforcement projects as well as documentation of lessons learned and helping to build capacity. She/he will work with central and local -level stakeholders and law enforcement counterparts to ensure strong involvement of different sectors and community in the implementation of the TC Law.

Key deliverables/accountabilities:

- Develop policy-relevant enforcement profiles and status reports, and maintain up-to-date information related to tobacco control enforcement.
- Conduct regular monitoring of the policy and regulatory environment and produce briefings and intelligence reports for staff including the senior leadership team.
- Develop evidence-based policy solutions and contribute to position papers.
- Provide support and advice to VNTCF and other partners on policies and regulations, providing comments/feedback to draft policies, attending consultation meetings and other inputs as needed.
- Provide technical support to VNTCF and other partners to support the work of the central multi-sectoral council at the national level and ensure the multi-sectoral coordination mechanism is effective.
- Build and maintain stakeholder relationships in line with policy priorities. Network through attendance at meetings, events and conferences.
- Develop strategies and plans to support partners to work effectively with the media to support TC Law implementation and enforcement, and to maintain media networks.
- Support VNTCF in development, implementation and monitoring of communication plans to support better TC Law compliance.
- Support partners' efforts to mobilize community engagement through sharing experience and good practices from other countries, developing concept notes for community mobilization initiatives and documenting lessons learned from pilot programs.
- Support VNTCF in identifying training needs and organizing enforcement trainings, workshops, and orientations.
- Assist and contribute to training and capacity building on enforcement and tobacco control by Union grantees.
- Provide technical support and share good practices related to TC Law implementation and enforcement.
- Develop and manage a knowledge base of technical resources and materials related to tobacco control enforcement.
- Contribute to the development of projects, plans and management processes, ensuring alignment with wider Union strategies on TC Law implementation and enforcement.
- Provide project management support to enforcement projects, ensuring a coordinated approach with other Union grants and VNTCF grants in Viet Nam, including monitoring the progress of the projects, and preparing annual, quarterly and monthly workplans and reports as required by The Union.
- Prepare project paperwork and work closely with designated VNTCF administrative and financial staff to comply with VNTCF administrative and financial procedures.
- Ensure defined project methodologies, tools and templates are used.
- Develop project communication documents as required.
- **Perform other relevant duties as may be required by the VNTCF and The Union**

Key deliverables

- All Union-supported enforcement projects are implemented as planned.
- Profile on Tobacco Control Law enforcement in Viet Nam is maintained through regular situational analysis.
- Technical guidance is provided in support of well-coordinated implementation of Viet Nam's TC law, increased enforcement in provinces and effective recording of actions for national sharing.

Minimum Requirements:

- Advanced/University degree in law, political sciences, international relations, public policy, public management, public health or other relevant fields.
- At least 5 years of professional experience in the area of policy analysis, preferably in health sector.
- Superior analytical skills, including risk assessments, and excellent attention to detail.
- Significant experience in drafting reports and intelligence analysis products – including both on a regular production schedule and on a quick turnaround basis.
- Ability to conduct data research and management.
- Proficient in written and verbal communication skills in English.
- Computer skills mandatory, proficient in Microsoft Office Applications.
- Understanding of tobacco control programs is desired.

Application Process: Interested candidates, should apply by 10 November 2022. Please send your CV and a cover letter to career@theunion.org with **Technical Officer, Vietnam** in the subject line of your email. You are requested to also submit the Job Application Form, to be filled online at [Job Application Form](#) before the deadline. Please note that applications submitted without the Job Application Form will not be accepted.

This position will be open until a candidate has been selected for the post. Only shortlisted candidates will be contacted.

The Union is an equal opportunity employer.