

Position and title of post: Coordination Officer (International Conference on Avian and Pandemic Influenza - IMCAPI Hanoi 2010)
Organisation and Unit: Secretariat of the Partnership for Avian and Human Pandemic Influenza (PAHI), MARD
Duty station: Hanoi, Viet Nam (PAHI Secretariat Office)
Duration: 9 work months full time (September 2009 – May 2010)

BACKGROUND AND CONTEXT

In April 2010 the Government of Viet Nam will host the International Ministerial Conference on Avian and Pandemic Influenza and Beyond (IMCAPI Hanoi 2010). This Conference builds on previous high-level international conferences over the past four years which have provided a platform for sharing experiences, identifying challenges, developing solutions and providing support to respond to highly pathogenic avian influenza (HPAI) and prepare for a pandemic.

Previous international conferences have included Washington DC (Oct-05), Beijing (Ministerial, Jan-06), Vienna (Senior Official's Meeting, Jun-06), as well as three subsequent ministerial conferences: Bamako (December 2006), New Delhi (Dec-07) and Sharm-el - Sheikh (Oct-08). The major outcomes of the previous high-level meetings have included:

- Political commitment to joint global action to undertake urgent actions to address avian influenza and a potential influenza pandemic;
- Pledging of substantial global resources to carry out these urgent actions, with a particular focus on countries responding to avian influenza, countries in need of additional international support, and the roles of regional networks and international technical agencies;
- Joint monitoring of progress on delivering this high-level commitment in terms of resources and programmes, supported through global progress reports prepared jointly by UNSIC and the World Bank;
- Identification of best practices and lessons learned from the response to the current avian influenza A (H5N1 strain) virus as well as initial discussions on potential wider lessons to address other possible emerging and re-emerging animal and human infectious diseases with pandemic potential in the future.

The Ministry of Agriculture and Rural Development (MARD) is working closely with the Ministry of Health, the Ministry of Foreign Affairs and related ministries, as well as international partners including the UN System, US Government, the EC and the World Bank to prepare for IMCAPI Hanoi 2010. The Secretariat of the Partnership for Avian and Human Influenza (PAHI) is expected to play a key role in supporting the overall preparations for IMCAPI Hanoi 2010.

ROLE OF THE COORDINATION OFFICER

- Provide effective support to the planning, preparations, implementation and follow-up to the International Conference on Avian and Pandemic Influenza – IMCAPI Hanoi 2010 which is to be hosted by the Government of Viet Nam in April 2010.

DUTIES AND RESPONSIBILITIES

1. Contribute to the finalization of the organizing plan and budget estimate for the Conference and elaboration of detailed plans for all aspects of Conference preparations and implementation.
2. Prepare and handle correspondence related to the overall organization of the conference and support timely and responsive email correspondence with presenters and delegates from countries and international organizations to confirm registration and follow up on additional information requirements and requests.
3. Carry out arrangements for planning meetings including logistics and supporting documents and presentations for the National Organizing Committee and Taskforce as well as joint meetings with international partners (both face-to-face meetings and videoconferences). Facilitate travel, visa and accommodation arrangements as required for international partners to attend planning meetings in Vietnam.
4. Follow up to implement necessary procedures for procurement for Conference preparations and implementation, including with the Conference venue and other key suppliers.
5. Develop content for communications related to the Conference including content for the Conference Website, background information to delegates, and related communication materials on Vietnam's overall response to Avian and Pandemic Influenza.
6. Undertake other duties as directed to support the overall work of the PAHI Secretariat

WORKING RELATIONSHIP AND REPORTING LINES

Under the overall direction of the Director-General of International Cooperation Department (ICD) of the Ministry of Agriculture and Rural Development (MARD) / Director of PAHI Secretariat and the guidance of the Head of Multilateral Cooperation Division of ICD, the Manager of PAHI Secretariat will directly supervise the Coordination Officer.

EXPECTED RESULTS

- Effective support to all aspects of preparations and implementation of IMCAPI Hanoi 2010 and to the overall work of the PAHI Secretariat

QUALIFICATIONS

- Postgraduate degree, preferably in the field of International Relations, Administration or a related field
- Excellent communication skills in English and Vietnamese
- Good computer skills for standard office applications
- Able to work under pressure and within time constraint
- Excellent interpersonal skills
- Experience working with government officials and/or ODA partners, particularly experience with the Ministry of Agriculture and Rural Development and/or the Ministry of Health
- Experience in organization of international events such as international conferences, meetings, workshops is an advantage